UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
BRANCH OF OPERATION
Washington, D. C.

INFORMATION CIRCULAR NO. 1.

August 10, 1918.

INTRODUCTORY

It is felt that there exists a need for a Bureau circular for the dissemination of instructions, suggestions, and information relating to the interpretation of the rules and regulations of the Department and of the Bureau, and concerning the policies, the business management and the operation of the Bureau and its divisions, projects, sections, and branch offices. To meet this need an Information Circular, of which this is the first number, will be issued at irregular intervals, as material accumulates, by the Branch of Operation and distributed to all the divisions, sections and branch offices of the Bureau. This will not include the formal orders making permanent changes in our operating routine, which will be issued, as heretofore, as numbered Bureau or Branch Office (formerly Field Station) memoranda. Material for this circular from any employee or officer in the Bureau will be welcomed and, if considered advisable, will be used with due credit given. It is suggested that the various projects issuing circulars, project letters, or the like, submit items of the character included in the Information Circular of the Branch of Operation, which may be of general interest to other projects of the Bureau, for publication in this Circular, rather than to limit their circulation to the employees of one project only. When any division, project, branch office, officer or employee has any operating problem or method which might be of interest to the Bureau generally, or to others of the same class, or handling the same kind of work, a statement of the problem or a description of the method should be submitted. All correspondence in regard to this Information Circular or items published therein, and all suggestions should be addressed to the Administrative Assistant in Charge of Operation.

1. BRANCH OF OPERATION.

In the immediate office of the Administrative Assistant in Charge of Operation, there are two executive clerks who assist in handling the regular routine. It is believed that a brief statement of the division of the routine work of this office, and of the general nature of the respective duties of these two clerks, would help in maintaining contacts with the Branch of Operation.

Mr. W. A. Jump assists in handling the miscellaneous, unclassified work of the office and that relating to the operation of the Bureau offices in Washington or of the Bureau as a whole.

Mr. J. A. Rice is engaged upon matters relating to the operation of the branch offices of the Bureau, including the preliminary handling of all correspondence with branch offices, the preparation of requests for all leases and contracts for the entire Bureau and for their final execution, proper record, and distribution, and the maintenance of all necessary and proper records relating to branch offices, their quarters, organization, operating methods, etc.

2. USE OF SOAP IN PLACE OF DERMAX ON STENCILS.

Mr. Gail, of the New York Market Surveys office, suggests the use of soap on stencils. The scheme has been tried out at other stations, and thus, far, has been endorsed unanimously. It is urged that other offices give it a trial. Mr. Gail's letter reads as follows:

> "When attending a recent conference in Washington, Mr. Potts, of the Dairy Products Project, mentioned the fact that his office was using Ivory soapsuds instead of dermax for all stencil work.
>
> "Upon returning to New York we tried this out and find the use of soap has many advantages over dermax. The cost is much less; the stencils present as good, if not a better, appearance; they hardly dry any more quickly than dermax, and there is no gumming of the machine. In fact, the other day after using one machine, when the platen was removed, practically no moisture was visible.
>
> "In using Ivory soap, the soap should be melted and then diluted with about three times as much water. When wetting the stencils, only the under part of the stencil should be moistened within the marginal lines."--
> Market Surveys Project Letter, Vol. III, No. 50.

3. LIMITATION ON LOCAL PURCHASES.

"Our general rule has been that all articles needed at a market or field station should be requested from Washington, with the exception of emergency needs and such articles as writing ink, mucilage, waste paper baskets, desk pads and blotters, which can not be shipped by mail or express with safety. This rule has not been adhered to strictly in market stations, and the number of local purchases of articles which should have been ordered from Washington has constantly been increasing. For instance, the few vouchers which are before us at the moment of writing contain the following items:

****

"Cheese cloth, card index cabinet, perforator, door checks, door stops, colored addressograph tabs and a portable desk lamp. All these articles should have been ordered from Washington. These are only a few of the items which come to our attention constantly.

"As indicated in the second paragraph of Field Station Memorandum No. 17, no articles should be purchased directly by a branch office without specific instructions from Washington, except in actual emergency and

in the case of articles specifically enumerated in that paragraph. Emergency repairs to machinery are authorized. But this will not excuse our offices from exercising foresight in ordering articles from Washington far enough in advance to permit delivery. It is realized that under present war conditions, the shipment and the transportation of supplies are delayed more than normally, but we must ask that field and market men, particularly the latter, adhere strictly to our policy as above expressed and give Washington an opportunity to fill orders whenever possible. These matters should not be taken up by leased wire, if it can be avoided.

"The reason for the above requirements is that, on practically every article, the Government Supply Committee has secured bids and given awards to cover their purchase for use throughout the Government, and consequently in most instances has obtained lower prices than those at which articles can be purchased locally. Furthermore, as a Government institution, we are expected to avail ourselves of these arrangements which have been made through a Governmental agency. In the case of some articles, such as furniture and machines, we are required to purchase through Government contract from the particular firms to whom the award has been given. In case of most of the smaller articles, the limitation applies only to purchases for use in Washington."--Market Surveys Project Letter, Vol. III, No. 50.

The policy of the Bureau against the purchase of clocks of any kind except wall clocks has been somewhat modified. When approved in advance by the Washington office, purchase of other clocks may be made under the following conditions:

First, when the need for the clock is explained, as for instance, for the use of telegraphers in recording the time of receiving and dispatching telegrams, and so on.

Second, when the clock purchased is not of an expensive type. In explanation of this statement, it may be said here that the restrictions heretofore placed on the purchase of clocks were aimed against the buying of ornate and relatively expensive mantel clocks for private offices.

4. EDUCATION AND EXPERIENCE OF TECHNICAL MEN FOR "WHO'S WHO" FILE.

"Upon entering our service every technical man receives a circular requesting him to furnish Washington certain information concerning his education and experience for the "Who's Who" file of the Department. This matter is often neglected and some of these reports are still due, although they have been requested at various times. We wish to call attention to the fact that it is to the interest of the men themselves to furnish this information promptly, as it is needed in connection with promotions and other matters which come up for consideration"-- Market Surveys Project Letter, Vol. III, No. 50.

5. ADDITIONAL INFORMATION REQUIRED IN CONNECTION WITH TEMPORARY APPOINTMENTS.

"Department Memorandum No. 243, dated July 5, 1918, requires that hereafter the following additional information be furnished with every request for a temporary appointment or extension thereof:

1. Whether the person concerned has taken or applied for a Civil Service examination which, in the opinion of the recommending officer, makes him eligible for the position to which his appointment has been made or proposed.
2. The title of the examination taken or applied for.
3. The place where the examination was or is to be taken.
4. Date of examination.
5. Average attained.

"This information is required in order to comply with a recent request of the Civil Service Commission. The Commission further requests that no person be appointed temporarily unless he or she meets the requirements for entrance to the examination for the position. This applies also to appointments pending certification. No temporary appointment can be made hereafter until this information, as well as that previously required, is furnished to the Washington office.

"Although we have received several requests recently for special information which is required in connection with appointments, we should all understand that all such instructions must be complied with strictly and that the omission of any information simply delays appointment action. We have no discretion in the matter. This is one of the special demands incident to the war"-- Market Surveys Project Letter, Vol. III, No. 50.

6. NEW OFFICER IN CHARGE OF SECTION OF SUPPLIES AND ACCOUNTS.

"Mr. J. W. Dykes, who has been acting in charge of the Section of Supplies and Accounts since the resignation of Mr. C. H. Walleigh, has been transferred to Denver to take charge of the local Seed Reporting Office of this Bureau.

"Mr. P. H. Quinn, formerly of the Office of Inspection of the Secretary's Office, has been selected to take charge of the Section of Supplies and Accounts. He assumed his new duties on July 15. Mr. Quinn has been in the Office of Inspection for several years and is considered an expert on property and fiscal regulations."--Market Surveys Project Letter, Vol. III, No. 50.

7. APPOINTMENT OF HEAD CLERK FOR JOINT OFFICE AT UNION STOCK YARDS

Mr. Irving W. Pew left last week to take charge of the clerical work in the Joint Branch Office of the Live Stock and Meats division and the Transportation division at the Union Stock Yards, Chicago. For many years Mr. Pew was employed in the Chicago office of the Bureau of Animal Industry, later was transferred to Washington in the service of that Bureau, and from March 16 to July 31, 1918, was Appointment Clerk of the Department of Agriculture.

8. BRANCH OFFICE PAY ROLLS.

Effective with the pay roll for the month of August, branch offices will send in their pay rolls in duplicate on Voucher Form 2. Both copies

of this roll should be mailed to the Section of Supplies and Accounts. In accordance with Field Station Memorandum No. 14, page 9, paragraph 2, pay rolls should be made up as a single roll for each office whether or not it be a single project or a joint office. That part of the paragraph covering Accounts and Pay Rolls, directing that a separate statement be drawn off showing the salaries paid to employees of each project may be disregarded, the making up in duplicate of voucher Form 2 being in lieu of these separate statements. Rolls for more than one office, even in the same city, should not be combined, and the totals and the names of the appropriations should not be placed anywhere on the pay rolls. This will be done in the Washington office. There should be no variation in the handling of pay rolls as indicated in Field Station Memorandum No. 14 other than the one above mentioned.

A memorandum, amending existing instructions as indicated above, will be issued in a short time.

The duplicate is required in order to expedite the passing of pay rolls for payment. It is to be used for making the necessary records in the Section of Supplies and Accounts, so that the original need not be delayed while the record is being made. The duplicate will then be circulated among the projects concerned, for their information and record, in lieu of the separate project lists required by Field Station Memorandum No. 14.

9. BRANCH OFFICE ACCOUNTS.

With the inauguration of the branch office cost accounting system, it will be necessary for each project branch office and each joint branch office to start with a clean slate each year. In order to accomplish this, it is suggested that no account be kept on Form BM-43 of the receipt of any articles after July 1, 1918, which are paid for from funds chargeable to the fiscal year ending June 30, 1918. It is understood, of course, that such articles will be carried in stock and used as occasion may arise.

10. CITY COMMITTEES AND JOINT OPERATING COMMITTEES.

The attention of everyone concerned is directed to Field Station Memorandum No. 14. Up to this time no reports have been received from a number of cities showing that the organization of the City Committees and Operating Committees has been effected. It is important that such action be taken and reports forwarded to Washington showing the action taken and the selection of officers.

11. CORRESPONDENCE FROM CITY COMMITTEES AND JOINT OPERATING COMMITTEES.

It is suggested that branch office employees' correspondence concerning City Committee or Operating Committee matters be signed as "Chairman, City Committee", "Clerk, City Committee", "Chairman, Operating Committee", or "Head Clerk, Joint Branch Office," as the case may be.

12. REQUISITIONS FROM JOINT BRANCH OFFICES.

It is the intention that requisitions from joint branch offices usually shall be made on some one project, no attempt being made to split such requisitions, the matter of the distribution of expense, so far as the joint office is concerned, being adjusted on Form BM-43. The regular procedure will be to draw each requisition for joint supplies on a single project, and to credit the project on its account with the joint office with the cost of the supplies or material. The necessity for splitting the charges for any requisition should be explained.

13. SALARIES OF JOINT EMPLOYEES.

Inquiry has been made as to the distribution of salaries of employees who are engaged upon work in joint offices. As a rule, the salary of each employee should be charged against some one project and adjustment made on Form BM-43, crediting the project on its account with the joint office, the same as is done in the case of requisitions from joint offices. Which project is to bear the expense in each instance will be suggested by the responsible branch office project representatives and approved by the project leaders in Washington.

It is possible, when necessary, to divide a salary liability upon a monthly basis. When this is done, the request from the branch office should outline the proposed allotment definitely by months and projects.

14. RECORD OF VOUCHERS SENT TO WASHINGTON.

In order to make sure that all bills received by branch offices are vouchered properly and also to make certain that the same bill is not vouchered twice, the Office of the Federal Grain Supervision at Chicago has a rubber stamp reading as follows:

BILL VOUCHERED_____

VOUCHER FORWARDED_____

NAME OF OFFICE_____

_____

BY_____

If any other of the branch offices feel that such a stamp would be of service, it will be supplied upon requisition Form BM-38.

15. MAILING OF VOUCHERS TO WASHINGTON.

It is noted that some branch offices mail vouchers to the project office at Washington while others send them direct to the Section of Supplies and Accounts. In order to have a uniform method, and also to

avoid delay, it is suggested that all vouchers be sent direct to the Section of Supplies and Accounts. After auditing, they all have to go to the respective projects for approval.

16. WASTE PAPER.

The waste of paper, particularly in some of the larger offices where mimeograph machines are used, is a matter of much concern. It is presupposed, of course, that every precaution is used to keep this waste to a minimum, and that so far as possible such waste paper is used for scratch paper. However, even with all precautions possible, it is desired that the larger field offices submit reports as to whether it is deemed practicable to secure some return for this waste by means of baling the paper. A letter should be forwarded at once to the Administrative Assistant in Charge of Operation, including information as to the type of baler which can be obtained and its approximate cost. Also include information as to approximately the number of pounds of waste paper you have every month, and what price such material is bringing at your station at this time.

17. ADDITIONAL CLERKS ACCOUNT JOINT OPERATION OF BRANCH OFFICES.

Several requests have been received asking that the clerical force of branch offices be augmented because of increased duties resulting from joint operation. Apparently, there is a misunderstanding on the part of some of the branch offices in this respect. Joint operation does not call for any additional work except the keeping of accounts on Form BM-43. This ought not to exceed half an hour a day in any office--it will require less than that in most offices. Joint operation does not add to the work of any branch office except in this small matter of the keeping of accounts. Rather, joint operation means a reclassification of the work of branch offices where two or more projects are working together. Under joint operation, the work of the office as a unit rather than taking the PROJECT as the unit. This ought to, and will, make for efficiency in getting out the work from any branch office. With all employees of the office performing their duties with this thought in mind, it will mean that maximum results will be obtained from a minimum force.

18. INFORMAL BIDS.

It should be understood by everyone who has anything to do with the purchasing of supplies of any kind that the mere acceptance by the Board of Awards of an informal bid does not carry with it the authority to order the goods or have them delivered. In Washington, supplies never should be delivered until the vendor's copy of the requisition has been signed by the Clerk in Charge of Supplies and Accounts. Most of the projects operating branch offices have developed a well-defined policy that purchases in the field involving any considerable amount of money are to be made on Bureau requisition. It should be the regular practice of branch offices to see that Bureau requisitions are made for large purchases. Purchases made on the basis of informal bids should be made on Bureau requisitions whenever practicable.

19. VOUCHERS MUST BE SUBMITTED PROMPTLY.

The Disbursing Office of the Department of Agriculture is urging the necessity of Form 5 vouchers being made up and sent in promptly. All branch offices are asked to comply with the request. The movement of such papers is slow enough at best and it is important that the Bureau of Markets take especial pains to avoid unnecessary delays. The request from the Disbursing Office reads as follows:

"This office is in receipt of a memorandum from the Treasury Department, requesting that vouchers be passed promptly to the Disbursing Officer for settlement within the quarter in which the service was rendered or the supplies furnished, and that supplemental vouchers or claims should be avoided as much as possible. Also that if necessary to hold back voucher or claims for an unreasonable time, a statement should accompany the vouchers or claim explaining the delay, which explanation should be signed by the claimant or someone else having knowledge of the facts."

"In the future, will you kindly furnish a statement with all accounts that are not submitted for payment within ninety days after delivery of the supplies or the performance of a job service. Travel accounts should be rendered monthly or at the completion of a trip.

Your cooperation will obviate the necessity of returning accounts for explanation and expedite their settlement".

20. CHANGE IN TITLE OF "FIELD STATION" MEMORANDA SERIES.

The series of memoranda heretofore issued under the title "Field Station" memoranda Nos. 1 to 18, will be issued hereafter as "Branch Office" memoranda. The series of numbers will remain unbroken, the first memorandum to appear under the new title being Branch Office Memorandum No. 19 (not yet issued).

The reason for making this change is that one of the projects of the Bureau maintains two classes of offices outside of Washington, one class known as Field Stations and the other as Branch Offices. As "Branch Office" is the more comprehensive term it is deemed advisable to make the change as noted above.

21. TELEGRAPHIC ADDRESSES.

All branch offices, field stations and field employees of this Bureau who have telegraphic addresses registered with the commercial telegraph companies in which the word "Agriculture" is used, should have these addresses amended immediately by the substitution of the words "Bureau Markets" for the word "Agriculture". All telegraph messages involving the use of a registered address should be prepared accordingly.

22. $120 INCREASE.

For the information of all concerned, Bureau Memorandum No. 149 will be sent to all branch offices in the near future. This memorandum has been prepared with the idea in mind of answering definitely many of the questions that arise in connection with the subject of the temporary $120 increase in salaries.

23. PAY ROLL DELAYS.

A great many complaints have been received from branch offices that pay checks for July did not come on time. For the information of all concerned, it is desired to state that several things have combined to cause these delays. In several instances, the rolls did not reach Washington until July 30. In order to receive proper attention all pay rolls should be in the Section of Supplies and Accounts not later than the 26th. In addition to other complications, the shortage of clerical help is more or less acute at times and it is not always possible to audit pay rolls and other accounts as expeditiously as they should be handled. A number of experienced clerks have left the Bureau to enter the military service, and usually it is not possible to fill their places promptly with efficient help. As a rule, we are obliged to employ persons who must be trained to do the work required, and this means delays of course. Branch offices are urged to mail pay rolls promptly and to remember that conditions over which we have no control may delay payment a few days. The war is responsible for the loss to us of many of our best and most reliable clerks, and we are glad to contribute our share toward making this world the kind of a world it was meant to be. With this in mind, we ask that everybody in the Bureau be just as patient as possible.

R. W. Bailey

Administrative Assistant
In Charge of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
Branch of Operation.
Washington, D. C.

INFORMATION CIRCULAR NO. 2

September 3, 1918.

1. PURCHASE OF BOOKS AND PERIODICALS.

Requisitions for books and periodicals for branch offices should be made through the Washington office of the respective projects. This subject is covered in Branch Office Memorandum No. 21 which will be distributed shortly to all offices both in and out of Washington.

2. UNNECESSARY TELEGRAPHING AND UNNECESSARY WORDS IN TELEGRAMS.

There is an increasing tendency on the part of many members of the Bureau force to use the leased wires for matters which should be handled by mail. Many telegrams are sent on business the nature of which could not justify the use of the telegraph under any conditions. Many more are sent between nearby points where the mails would give nearly as quick results. A considerable percentage is carelessly prepared, containing more words than needed. For the most part, our leased wire service is being taxed to its utmost capacity. It is necessary, therefore, that no undue strain be put upon it. Of course, as a matter of economy the use of the commercial wires must be limited only to such matters as could not be handled satisfactorily otherwise.

Recently, within a period of two hours, three telegrams making inquiries concerning the same matter, signed by three different persons, were received from one joint branch office. To avoid duplication, superfluous words, and any unnecessary use of the telegraph, the visèing of messages sent from branch offices is deemed necessary. This is provided for in Branch Office Memorandum No. 20 which will be distributed in a few days. Special effort should be made to eliminate the use of unnecessary words in telegrams. It is important that we improve the record of the Bureau in this respect. We are not proud of past performances on messages over commercial wires, as shown by a recent letter from the Chief Clerk of the Department containing the following information:

> "The Secretary of War has transmitted to this Department the report of an investigation made jointly by the Army and Navy into the handling of telegraph messages by the various Government Departments in Washington. It appears that the actual telegraph business for two days was obtained

from the telegraph companies and carefully studied.

"One of the items in the report shows the percentage of unnecessary words in messages sent by the Departments. For the Department of Agriculture the average percentage of unnecessary words is stated at 4.5. It is noted, however, that for the Bureau of Markets the percentage of unnecessary words is given as 14.6 per cent."

In connection with the telegraphic service of the Bureau, the attention of all members of the force is directed to Memorandum No. 131 entitled, The Use of the Telegraph in the Bureau of Markets, which will be supplied all offices, both in and outside of Washington. If any office fails to receive a copy of Memorandum No. 131, request should be made for it.

3. SCRIP BOOKS.

The use of scrip books is treated fully in Memorandum No. 250, Office of the Secretary. Copies of this Memorandum have been distributed widely throughout the Bureau. If any member of the Bureau force has not seen this Memorandum and none has been received at his headquarters, a request on the Administrative Assistant in Charge of Operation will bring a copy to him.

4. LEASING OFFICE SPACE OUTSIDE OF WASHINGTON, D. C.

Much delay in the preparation of leases will be avoided if the information called for in Field Station Memorandum No. 6, dated April 5, 1917, be supplied at the time request for lease is forwarded to Washington. All the information called for in the Memorandum is needed, and the lack of any of it is sure to result in delay.

5. EMPLOYMENT OF MINORS AND CONVICT LABOR ON GOVERNMENT CONTRACTS.

Memorandum No. 249, Office of the Secretary, directs that at the suggestion of the War Labor Policies Board, the following clause be inserted in all contracts hereafter executed by or on behalf of the Department of Agriculture.

"All work required in carrying out this contract shall be performed in compliance with the laws of the state, territory or District of Columbia where such labor is performed. No minor under the age of 14 years shall be employed in carrying out the terms of this agreement; nor shall any minor between the ages of 14 and 16 years be so employed more than 8 hours in any one day or more than 6 days in any one week, or before 6 A. M. or after 7 P. M.; nor shall any convict labor be employed in carrying out the terms of this agreement, in accordance with executive order signed May 18, 1905; Provided, however, that

the President of the United States may, by executive order, modify this provision with respect to the employment of convict labor and provide the terms and conditions upon which such labor may be employed. This provision shall be of the essence of the contract."

6. DO NOT USE THE TERM "TODAY" ETC., IN TELEGRAMS.

"Recently a telegram was received, requesting that a certain appointment be made effective 'today.' The telegram was dated the day prior to the date it was received in Washington, it having been filed at a Pacific Coast office. Appointment was requested effective in accordance with the telegram, but it now appears that the telegram was actually filed two days earlier. Hereafter, when it is necessary to mention dates, whether they refer to appointments or other subjects, the exact day of the month should be given rather than such terms as 'today' or 'tomorrow.'"-Market Surveys Project Letter, Vol. III, No. 60.

7. PERSONAL USE OF OFFICIAL STATIONERY.

The regulations of the Department prohibit the personal use of official stationery. The mails show that a number of official letter heads and envelopes are being used in this way. The mere fact that a stamp is used on a Penalty envelope does not warrant its personal use. It is particularly difficult to secure envelopes of the regular official size at the present time. No one has any authority to make personal use of Government property, and this is true of stationery as well as of other property paid for by the public. A complete cessation of the practice is expected on the part of employees of the Bureau of Markets.

8. LEASED WIRE PERSONAL CONVERSATIONS.

Recently Mr. Brand noticed in a telegram that reference was made to some misinformation which had been disseminated by means of informal conversations by telegraph operators over the leased wire. Mr. Brand has directed that the practice of operators carrying on personal, unofficial conversations over the leased wire be discontinued at once.

9. WEIGHT OF OFFICIAL PACKAGES BY MAIL.

The attention of members of the force, both in Washington and at branch offices, is directed to the following:

No package of over four pounds in weight (except it contain official printed matter) may be sent through the mails from Washington, without postage, under Government frank. On all packages over four pounds, with the exception noted, postage must be paid at regular

parcel post rates, on the entire weight of the parcel. In case two or more packages are sent to the same address at the same time and the combined weight is more than four pounds, this same rule applies.

Every reasonable effort should be made to keep all outgoing packages below the four-pound limit. Where it is necessary to send a heavier package from Washington by mail, it should be forwarded by messenger to the Section of Supplies and Accounts, with a note to the effect that it weighs more than four pounds. The necessary postage will be affixed and the package mailed by the Section of Supplies and Accounts.

No stamps will be issued by the Section of Mails and Files for this purpose and no such packages should be mailed other than through the Section of Supplies and Accounts.

10. LEAVE OF ABSENCE WHILE PERFORMING OFFICIAL TRAVEL.

Attention is directed to Bureau Memorandum No. 31, dated July 15, 1915, relative to employees taking leave of absence while performing official travel. It is important that requests for such leave be made in accordance with Memorandum No. 31. Any branch office or employee will be supplied with a copy upon request to the Administrative Assistant in Charge of Operation.

R. W. Bailey

Administrative Assistant
In Charge of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
Branch of Operation
Washington, D. C.

INFORMATION CIRCULAR NO. 3.

September 18, 1918.

1. USE OF SOAP IN PLACE OF DERMAX ON STENCILS.

Reference is made to item No. 2 of Information Circular No. 11. Letters have been received from several branch offices stating that water is used for this purpose. Stencils may be cut as well with water as with Dermax but care must be taken to prevent rust. A little alcohol on the cylinder and the metal strip underneath the cylinder will prevent much of this rusting. It is essential, of course, to keep machines clean when they are used for stencil cutting no matter whether water, soapsuds or Dermax be used for moistening the stencils.

It may be noted here that it is doubted whether the use of either water or soapsuds is advisable in cases where stencils are used for making runs of more than 2000 copies, since apparently the moistening by anything other than Dermax tends to make the stencil brittle. In cases where stencils are filed away for possible future use it is believed that the use of either water or soapsuds is inadvisable.

In this connection, too much stress can not be placed upon the necessity of mimeographs being kept clean. Attention should be given this point every day machines are used. The improved appearance of the output of clean machines alone is sufficient to justify close attention to this detail, while the life of the machine and the appearance of an office where a machine is kept clean are points upon which it is unnecessary to make any comment.

2. LEAVE WITHOUT PAY.

It appears necessary to call the attention of employees to the regulation concerning leave without pay. The Chief Clerk of the Department is insisting that the requirements of Secretary's Memorandum No. 226, dated January 4, 1918, on this subject, be strictly complied with. For your information, that memorandum is quoted below:

> "All applications for leave without pay must be approved by the Chief Clerk of the Department. IN NO CASE SHALL SUCH LEAVE BE TAKEN UNTIL THE APPLICANT HAS BEEN ADVISED OF ITS APPROVAL. Each application must be supported by a memorandum setting forth the reasons for which the leave is requested. The procedure will supersede all rules and regulations in conflict herewith."

The supporting memorandum required should give in some detail the reasons why the leave is requested and should not, as has happened in at least one case, be a mere notation on the leave slip "Leave taken to attend to personal business".

Mr. Reese, the Chief Clerk of the Department, has advised that there will be no particular objection to granting temporary employees leave without pay prior to authority from him when such absence is necessitated because of the illness of the applicant, or illness in the immediate family where the patient requires the applicant's personal attention. This also applies to permanent employees who have taken all their annual and sick leave.

Per diem employees, who do not submit leave applications when absent, are not affected by the memorandum.

Employees in the field should secure the permission before taking leave without pay if time will permit mailing their applications.

Please observe the requirements of the Secretary's Memorandum and do not enter on leave without pay status until you have been advised by the Chief Clerk of the Bureau that the application has been approved.

3. CLERICAL PROMOTIONS.

Mr. W. A. Sherman suggests that the Information Circular call attention to the futility of making special recommendations for immediate promotions for clerks. In view of the repeated explanations which have been published as to how clerical promotions are made in the Department of Agriculture, it ought not to be necessary again to call attention to the fact that under any circumstances except those specifically described below special recommendations for immediate or early promotions can do no possible good. The points cited by Mr. Sherman are essentially as follows:

Clerks in the field can be promoted only in four ways:

1. By creation of new statutory positions by Congress at higher salaries than those now prevailing, to which promotions can be made. Congress has taken no such action within the past two years and should it do so in the future, the vacancies would not become available and the contemplated promotions could not be made until approximately ten months after the action was inaugurated.

2. A clerk can be promoted when a vacancy occurs in the next higher statutory grade, that is to say, when a clerk holding a $1200 statutory position resigns a chain of promotions may occur, in which one clerk will be promoted from $1080 or $1100 into the $1200 vacancy; another from $960 or $1020 to $1080 or $1100, as the case may be; while another may be promoted from $840 or $900 to the next higher place thus made vacant. This is the way in which fully 95% of all clerical promotions must be accomplished.

3. A promotion may be made from the statutory roll to the lump sum when no statutory vacancy occurs in case there has been such a radical change in the character of the duties performed by the clerk, with such an increase in responsibility, that it constitutes a transfer to a new position. A few promotions have been made on these grounds.

4. It is technically and legally possible to promote from a lump sum roll to a lump sum roll, provided the salary paid after the promotion is not larger than that paid to other employees in the service for the same volume and kind of work

and degree of responsibility. Administratively, however, the Department of Agriculture practically never approves such promotions, unless with a coincident change in duties, as described in No. 3 above.

Since nearly all promotions must come in consequence of vacancies in grades above, it is useless to recommend that a clerk be promoted at any specific time, since no one can tell when a vacancy will occur which will make a promotion possible. When vacancies do occur, promotions are made in order of standing on the Efficiency Register and on this Register all the clerks in this Bureau, both in Washington and in the field, who receive the same salaries, are in direct competition. For example, the Bureau had on the Efficiency Register compiled June 1, 1918, 234 clerks receiving $1000 per annum. These have been arranged by the Efficiency Committee and approved by the Chief of Bureau in the numerical order which determines the order in which they will be promoted during the six months ending November 30, 1918, as vacancies occur.

This order is readjusted semi-annually on the basis of efficiency reports for each employee, submitted by project leaders.

Field men and project leaders can do no more for their clerks than to explain in detail the character of the services they are rendering, thus securing for them adequate consideration at the hands of the Efficiency Committee.

The officer who tells his clerk that he will recommend him for promotion is making a statement which has no real meaning, since there is no official channel through which any one can recommend a clerk for promotion till a vacancy occurs, and in that case the Chief of the Bureau bases his recommendation to the Secretary on the findings of the Efficiency Committee.

The only fair thing for an officer to tell a clerk, therefore, is that the character and value of the services of the clerk have been explained in such a way as to secure for him the best possible standing on the Efficiency Register. No hope should ever be held out that promotion will be made within any specified time.

4. CERTIFYING TO SALARY VOUCHERS.

When Form 3 salary vouchers are submitted, the first certificate of which is not signed by the claimant, the second certificate should be signed by some local officer of the Bureau of Markets or of some other Bureau of this Department under whose immediate supervision the services were rendered. It has been the practice in the Bureau to approve vouchers that were not signed by the claimant when certified to by some officer here in Washington who has no actual personal knowledge of the services having been rendered and whose certificate was based on reports received from the field which constituted no part of the voucher. Hereafter we would like to have such salary vouchers either signed by the claimant or certified to by some officer having actual personal knowledge that the services have been rendered as claimed.

5. APPOINTMENTS.

The attention of all Bureau officers and employees who have anything to do with making requests for appointments is called to Bureau Memorandum No. 156, dated September 16, 1918. This Memorandum will be supplied to all Washington offices within a few days, and Branch offices should apply to their respective Washington offices for a copy if one is not received promptly.

Bureau Memorandum No. 156 is essentially a summary of all outstanding instructions of the Bureau concerning the making of appointments. As most of the delays in the making of appointments are due to the lack of sufficient details, it is important that everyone concerned in the requesting of appointments have a copy of this Memorandum.

6. CURTAILMENT OF TRANSFERS TO OTHER BRANCHES OF THE GOVERNMENT.

Bureau Memorandum No. 153, dated September 14, 1918, will be issued to all Washington offices in a few days, and a copy should be on file in every branch office. If branch offices do not receive a copy of Memorandum No. 153 by October 2, request should be directed to the respective project offices in Washington.

7. SMALLER SIZE ENVELOPES TO BE USED WHENEVER POSSIBLE.

Bureau Memorandum No. 154, dated September 14, 1918, under the above title, will be distributed to project offices in Washington in a few days. All branch offices should have a copy on file. If not received by October 8, request should be made on the respective project offices in Washington for a copy. Small envelopes are to be used for correspondence whenever possible. The equipment of all the envelope manufacturers in the country is unable to turn out the larger size envelopes in sufficient quantities to supply the demands of the Government, and the use of small envelopes is necessary to relieve the situation to that extent. Branch offices should not order small envelopes, however, until Memorandum 154 is received.

R. V. Bailey,

Administrative Assistant
In Charge of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
Branch of Operation
Washington, D. C.

INFORMATION CIRCULAR NO. 4.

September 19, 1918.

Various branch offices from time to time receive requests for information upon agricultural subjects other than those relating to the phase or phases of marketing handled by the project or projects represented in any branch office in the city in which the inquiry is made.

Frequently - even generally - there is printed matter available, in the office of the Superintendent of Documents in the Government Printing Office, in Washington, or in the Department of Agriculture, which will give all of the information desired. For the use of our branch offices in looking up such literature as may be available on the various subjects of inquiry, certain lists and indexes will be sent to each branch office in the near future.

The index to "Farmers' Bulletins" and the mimeographed supplement thereto are for reference use. It has not been feasible to index the bulletins in great detail, but an effort has been made to classify them broadly under their main headings. (If nothing about "insects affecting orchards", for instance, can be found under "Orchards" or "Insects", look under "Fruit", "Apples", etc.) We shall try to supply to the branch offices up-to-date lists as often as possible.

The Department of Agriculture also publishes a series called "Department Bulletins", in which subjects of less general interest to farmers are treated in greater detail or in a more technical manner. A list of these has not been prepared, since they are not available for long after they are first published. Anyone may keep in touch with these publications through the "Monthly List of Publications" issued by the Department, and each branch office has been placed on the mailing list to receive this.

Among other series issued by the Department are "Office of the Secretary Circulars" (Publications emanating directly from the Secretary's Office), "Yearbook Separates" (Reprints of articles in the annual Yearbooks), "Service and Regulatory Announcements" of the different Bureaus regarding the administration of certain laws by the Department, etc. The Bureau of Markets also issues a series of "Documents" for publishing the results of preliminary investigation and other informal material.

Each branch office will receive as they are revised, a mimeographed list of the "Publications of the Bureau of Markets" and of the "Periodical Reports Issued by the Bureau of Markets". The Library of the Bureau has prepared a "Selected List of Publications on the Marketing of Farm Products", a copy of which will be sent each branch office in the near future. (Additional copies of any of these will be sent upon request.)

It is suggested that each branch office maintain in its files a folder for "Publications, Lists of". In this should be placed such reference lists as are of value. When new lists are received, old lists should be destroyed, so that the file may be kept up-to-date.

The Bureau Library will be glad to furnish reference lists, to select publications on special subjects, etc., when requested.

No representative of this Bureau should attempt to give information, other than in the form of publications printed by the Department on any subject not pertaining directly to the work of his own project, and even then he may find it advisable to refer the inquiry to his project leader in Washington. Other inquiries relating to marketing farm products should be referred to the proper project branch in the same city, or to the leader of the project concerned in Washington. It should be borne in mind that the work of the Bureau of Markets is to handle subjects relating to distribution, while in general other Bureaus of the Department devote their time largely or entirely to questions relating to production. Persons making inquiry regarding agricultural topics other than marketing should be instructed to address their inquiries to the Chief of such Bureau or office of the Department of Agriculture, in Washington, as handles matters of the kind involved. Some of the more important of these Bureaus or offices are as follows:

Office of Farm Management, E. H. Thomson, Acting Chief.
Studies the details of farm practice from a business standpoint, with a view to determining the most efficient methods of operation.

Weather Bureau, Chas. F. Marvin, Chief.
Conducts meteorological investigation; issues weather maps; handles all work relating to climate, storm warnings, frost warnings, etc.

Forest Service, Henry S. Graves, Forester.
Administers the national forests and develops use of their resources; directs all research work relating to forestry and forest utilization.

Bureau of Animal Industry, J. R. Mohler, Chief.
Studies and gives information regarding live stock; conducts the meat-inspection and quarantine work.

Bureau of Plant Industry, Wm. A. Taylor, Chief.
Investigates problems relating to plants and plant industries.

Bureau of Chemistry, Carl L. Alsberg, Chief.
Enforces the Food and Drugs Act; investigates questions of agricultural chemistry.

Bureau of Soils, Milton Whitney, Chief.
Surveys and maps the soils and investigates the fertilizer resources of the United States.

Bureau of Crop Estimates, Leon M. Estabrook, Chief.
Collects crop statistics; gathers and collates general agricultural statistics; issues crop reports and forecasts.

Bureau of Entomology, L. O. Howard, Chief.
Studies insects in their relation to agriculture.

Bureau of Biological Survey, E. W. Nelson, Chief.
Studies wild birds and animals, their distribution, habits, and relations to agriculture; administers the Federal bird and game reservations and the Federal laws protecting game and regulating the importation of birds and animals; controls noxious mammals; and experiments in fur farming.

Office of Public Roads and Rural Engineering, Logan Waller Page, Director.
Studies and supplies information regarding road making, road management, road maintenance, farm irrigation, farm drainage, and rural engineering and architecture.

States Relations Service, A. C. True, Director.
Supervises the use of Federal funds for agricultural experiment stations and agricultural extension work; investigates agricultural education, and food, dietetics, clothing, and household equipment and management.

Bureau of Markets, Charles J. Brand, Chief.
Investigates problems pertaining to marketing and distribution of farm products and organizing rural communities for marketing, rural credit, and other purposes. Maintains market news services on fruits and vegetables, live stock and meats, hay and seeds, dairy and other products, and inspects shipments of fruits and vegetables upon request. Enforces Cotton Futures Act, Grain Standards Act, Standard Container Act, and administers the Warehouse Act.
Mr. Brand, as Chief of the Bureau, is also the immediate representative of the Secretary in the execution of the duties presecribed under the President's proclamation of June 18, 1918, enforcing regulations governing licensees operating stock yards, or handling or dealing in live stock in or in connection with stock yards.

Federal Horticultural Board, C. L. Marlatt, Chairman.
Assists in the enforcement of the Plant Quarantine Act of August 20, 1912.

Insecticide and Fungicide Board, J. K. Haywood, Chairman.
Assists in the enforcement of the Insecticide Act of 1910.

R. V. BAILEY,

Administrative Assistant
In Charge of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
Branch of Operation
Washington, D. C.

INFORMATION CIRCULAR NO. 5.

October 22, 1918.

1. NECESSITY FOR CLOSE COOPERATION.

Bureau Memorandum No. 163 has been issued under date of October 8, 1918, under the title; "Safeguarding the Sound Organization, Proper Maintenance, and Efficient Operation of the Bureau." This memorandum should receive careful consideration by all the employees of the Bureau, and especially by those stationed in field offices because of their relatively indirect and attenuated contacts with the administrative offices in Washington.

2. CHANGE OF HOURS IN WASHINGTON.

Beginning October 3, to continue until further notice, the office hours of the Washington offices of the Department of Agriculture were made to begin and end half an hour earlier each day, beginning at 8:30 a.m. and ending at 4:00 p.m. This was done in connection with changes in the hours of other Government Departments and of the retail stores of the city in order to reduce the morning and evening congestion on the street cars during the epidemic of Spanish Influenza. It is believed that this change will not affect the work of our branch offices in any way, except possibly in the exchange of miscellaneous telegraphic messages with offices in Washington.

3. MIMEOGRAPHING AND PRINTING.

Special attention is called to Bureau Memoranda Nos. 155 and 157, relative to economies to be practiced in mimeographing and in ordering printing and printing supplies.

4. LETTERHEADS.

Letters on Washington letterheads frequently are received from branch offices, sometimes without the address of the office or even the name of the city from which they come. Washington letterheads never should be used in branch offices when the regular field letterheads are available, and the address of the office in which it is written should be typewritten or stamped near the top of the sheet.

5. APPROPRIATION BILL PASSED.

The regular appropriation bill for the Department of Agriculture for the current fiscal year was approved and became effective October 1 The emergency bill for stimulating production is still in conference, a continuing resolution for October now being in effect.

6. CLERICAL ORGANIZATION OF JOINT OFFICES.

It is desired that each joint office send to the Administrative Assistant in Charge of Operation an outline of its clerical and sub-clerical organization, including the clerks, messengers, etc., of the joint operating force and of each of the projects. The name or kind of each position should be given, the salary stated, and the duties described. This is for the purpose of providing a better basis for understanding correspondence regarding suggested changes in the joint clerical force.

7. BUREAU MEMORANDUM NO. 153.

A supplement to Bureau Memorandum No. 153, in regard to the policy of the Department and of the Bureau in giving permission to employees to accept appointment in or transfer to other branches of the service, and to take examinations in order to qualify for such appointments, was issued October 3, 1918. Since this supplement did not bear a new number in the Bureau series, its omission from any numerical file of this series would not be noticed, and for this reason special attention is called to it.

8. CONTACTS WITH MUNICIPAL AND STATE MARKETING AUTHORITIES.

Attention is called to Mr. Brand's memorandum of October 3, entitled "Bureau Representatives in Travel Status Should Call Upon State and Municipal Marketing Authorities Whenever Feasible." Copies may be secured from the Administrative Assistant in Charge of Operation. As a corollary of this memorandum, it may be said that field stations, branch offices, and all representatives stationed in the field should at all times maintain close and cordial contacts with state and municipal marketing agencies in their respective districts.

9. DELAYS IN THE PAYMENT OF ACCOUNTS.

From time to time during the past year, the offices in Washington have been receiving statements in regard to the slow payment of accounts of dealers, reimbursement and salary vouchers, etc. Officers with headquarters in Washington also have experienced prolonged delays in securing adjustment of reimbursement accounts. The principal underlying causes of these delays have been in the enormous increases in the appropriations of the Department, with a consequent increase in the work of the auditors; the loss of auditors entering the military service and accepting higher-salaried commercial positions; the consequent keen competitive demand for auditors among the various bureaus of this Department; and the fact that no amount of training and experience elsewhere can qualify anyone to audit accounts in the Department of Agriculture. Auditing under the Fiscal Regulations and precedents of the Department of Agriculture can be learned only by actual experience in auditing in this Department. In other words, an auditor new to this Department must have all of his work checked for some months by one with the

required experience before his work can pass without review. Since the beginning of the war, the Bureau of Markets has lost all of its auditors but one, and it has been necessary meanwhile to train those secured from time to time to carry on the work. The entire force available has continuously put in large amounts of overtime in an effort to keep up with the work.

At present, the prospect is bright for rapid improvement of conditions. The force now on hand is sufficient to audit vouchers as rapidly as received, and by continuing to work overtime, is gradually reducing the number of vouchers in arrears. Spanish Influenza may cause some further complications, but these probably will be only temporary, and if no further unexpected misfortune befalls, it is expected that, within two months, the arrears in the auditing and payment of vouchers will have been eliminated. It is expected that thereafter no vouchers, either blue or white, will take more than a maximum of two weeks in the Section of Supplies and Accounts, and most of them should be passed and paid within a few days after receipt. It would be impracticable to organize an auditing and accounting force able to handle peak loads, including pay days, with no delay whatever; a considerable part of such a force would have to remain idle a large part of the time.

10. SPECIFIC INFORMATION MISSING ON FORM 5 VOUCHERS.

It will be of assistance in the work of auditing the Bureau accounts if vouchers covering the purchase of articles by branch offices are so written up as to show the size or weight of the article bought, For instance, a voucher now before us contains an entry as follows: "One bottle Carter's pen craft ink, $1.50." Another voucher shows three entries for ink as follows: "One bottle, 75 cents; one bottle, 35 cents; one bottle, 10 cents." The sizes of the bottles should have been shown in each case and a statement should have been made also showing whether red ink, rubber stamp ink, fountain pen ink, or whatever kind of ink was received. Many times also vouchers for miscellaneous services or purchases contain only partial information. For instance, vouchers for payment of drayage or storage should give some information as to what goods were hauled or stored and the quantity. In the case of storage, of course, the time during which the material was in storage should be shown.

11. VOUCHERS FOR SMALL SUMS.

It is noticed that a great many vouchers, Form 5, covering expenditures of less than $1.00 pass through the Washington office. The handling of so many vouchers for small sums entails a good deal of extra work and expense in auditing. It is suggested that where the aggregate amount of money involved in the course of a month is not sufficient to work a hardship upon branch office men such items be paid for in cash and reimbursement claimed on voucher Form 4. It is believed that this will tend to hasten the auditing and payment of larger and more important vouchers.

(Over)

12. WASTE PAPER.

The attention of branch office men is called to item No. 16 of Information Circular No. 1. The Washington office has received correspondence from several sources which indicates that it may be worth while to give the baling of waste paper a test. In one case at least we have a standing offer of 80 cents a hundred pounds for the quality of paper that is wasted in the mimeograph room. The results of the trial at that office will be reported in some future number of the Information Circular. If any other branch offices feel that local conditions are such that it would be advisable to put in a baler without waiting for a report of results from the station where the experiment is to be tried out soon, it is requested that the matter be taken up with the Administrative Assistant in Charge of Operation before such purchase is made.

13. VOUCHERS FOR JOINT EXPENSES.

Some of the joint offices have been sending to the Administrative Assistant in Charge of Operation vouchers for joint expenses without indicating the authorization or authorizations under which the vouchers should be paid nor the project or projects against which they should be charged. These points must, of course, be determined by the Operating Committee of the joint office transmitting the vouchers in order to make the proper entries on the joint expense accounts, and should be indicated on the vouchers or in the letter of transmittal. Where the entire amount of the voucher is to be charged against a single project, as should generally be the case, the voucher should be sent to the Washington office of that project, the necessary adjustments being made upon the joint expense accounts in the branch office. It is only vouchers of which the amounts must be divided between or among two or more projects that should be sent to the Branch of Operation.

14. DAYLIGHT SAVING.

At the close of business on Saturday, October 26, all clocks or timepieces owned or controlled by this Bureau, either in Washington or in the field, will be set back one hour. Until further notice all employees will report for work at the same hour by the clock as at present. It is important that this matter be given careful attention and that all employees be fully informed regarding the change, in order that confusion may be avoided in the news service and other work conducted by this Bureau.

R. V. BAILEY,
Administrative Assistant
In Charge of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
Branch of Operation
Washington, D. C.

INFORMATION CIRCULAR NO. 6.

November 1, 1918.

Branch Office Directory

This issue of the Information Circular is prepared in order to provide a list of the Bureau branch offices, City Committees and Operating Committees, and it should be preserved for ready reference. It is our intention to get out a complete new directory from time to time -- possibly two or three issues a year. In the meantime changes will be noted in succeeding issues, and this Information Circular should be brought down to date accordingly.

Attention is directed to that portion of Bureau Memorandum No. 131 concerning the registering of telegraphic addresses, wherein it is stated that the words "Bureau Markets" are to be substituted for the word "Agriculture". It is the intention of the Bureau that the telegraphic address of branch offices shall show the name of the project, followed by the words "Bureau Markets" and the name of the city. Project branches should register in this way, at least in cities where the Bureau is represented by more than one project.

To date we have received but few reports stating that branch offices have registered their addresses with the commercial telegraph companies and it is urged that all branch offices which have not taken such action, do so at once and report accordingly to the Administrative Assistant in Charge of Operation.

City Committees and Operating Committees are shown herein, so far as we have the information. Bureau representatives, in cities where such information is not shown, should get together at once and organize as indicated in Field Station Memorandum No. 14 and make report to the Chief of the Bureau.

In places where the personnel of City Committees and Operating Committees is not shown it is because we have not the information at hand. Space is left to be filled in when the data are transmitted to us, notice of which will be given from time to time in subsequent issues.

We want especially also the office telephone numbers of the Chairman of each Operating Committee. In offices where there are switchboards, we want to be advised of the fact. If there is a "key" number for the switchboard, please inform us.

It is requested that any errors which may be noted in this directory be reported at once to the Administrative Assistant in Charge of Operation in order that our records may be made as nearly accurate as possible. Likewise, suggestions concerning its contents or make-up will be appreciated.

Below is given a list of the administrative officers and the project leaders of the Bureau whose headquarters are in Washington. This is made up in line with the chart entitled "Organization of the Bureau of Markets" which accompanied Memorandum No. 114, dated December 1, 1917. This is followed by the list of branch offices, City Committees and Operating Committees, arranged alphabetically by cities, and a list of States in which the Bureau is carrying on cooperative work.

THE WASHINGTON OFFICE

Chief of Bureau, Charles J. Brand
Assistant Chief, Herbert C. Marshall
- Supplies and Accounts, P. H. Quinn
- Editor and Librarian, Caroline B. Sherman
- Branch of Operation, R. V Bailey
  - Chief Clerk, C. L. Snow
    - Stenographic Section, E. J. Dickson
    - Time Clerk, C. F. Duvall
    - Photographic Section, H. C. Willcox, Acting in Charge
  - Assistant Chief Clerk (Appointments), F. J. Hughes
  - Telegraphic Section, W. C. Ten Eyck
  - Reviewing Mail, M. C. Vance
  - Technological Assistant, J. F. Barghausen
  - Estimates and Special Reports, Cornelia Lyne
  - Addressing and Duplicating Section, H. E. Burton
  - Mails and Files, W. D. Hobbs
- City Marketing and Distribution, G. V. Branch
- *Committee on Cotton Distribution, Charles J. Brand, Chairman
- Conservation of Food Products in Transit and Storage, H. J. Ramsey
- Cooperative Purchasing and Marketing, C. E. Bassett
- Cotton Futures Act:
  - Administration, D. S. Murph
  - Determination of Disputes, and Investigation of Future and Spot Markets, G. R. Argo
  - Preparation and Distribution of the Official Cotton Standards)
- Cotton Handling and Marketing)
- Cotton Standards Investigations) Fred Taylor
- Cotton Testing)
- Marketing Cotton Seed and Its Products)
- Cotton Warehouse Investigations)
- Administration of the U.S. warehouse Act) R. L. Nixon

*(In cooperation with United States War Industries Board, B.M. Baruch, Chairman

Dairy Products Marketing Investigations) R. C. Potts
Market News Service on Dairy Products)
Direct Marketing, Lewis B. Flohr
Food Supply Investigations, Charles S. Cole
Food Surveys of the United States) C. W. Thompson
Rural Organization)
Foreign Marketing Investigations, C. W. Moomaw
Grades and Standards)
Inspection of Perishable Foods) C. T. More and W.M. Scott
Enforcement of the Standard Container Act)
Federal Grain Supervision:)
Information and Publications, J. F. Wilmeth)
Licensing and Violations, Arthur Herger)
Appeals and Inspection Procedure, E. G. Boerner) George
Inspection Efficiency, H. J. Besley) Livingston
Grain and Hay Marketing Investigations, Charles S. Cole)
Grain and Hay Reporting Service, Wm. M. King,)
Acting in Charge)
Grain Standardization, S. A. Regan, Acting in Charge
Live Stock and Meats Marketing Investigations)
Wool Marketing Investigations, G. T. Willingmyre) Louis D. Hall
Market News Service on Live Stock and Meats)
Licensing of Stock Yards)
Market Business Practice, George O. Knapp, Acting in Charge
Market News Service on Fruits and Vegetables)
Market Surveys, Methods and Costs) Wells A. Sherman
Motor Transportation, J. H. Collins)
Market Information Assistant, R. W. Green
Milling and Baking Investigations, J. H. Shollenberger
Nitrate Distribution, D. S. Murph and G. R. Argo
Seed Marketing Investigations) W. A. Wheeler
Seed Reporting Service)
State Cooperation in Marketing Work, J. C. Skinner
Transportation Division, G. C. White

BRANCH OFFICES

ATLANTA, GEORGIA

City Committee:
Chairman, K. B. Seeds
Vice Chairman, J. W. Bedford
Clark, A.C. Shepherd, 319 Connally Building

Joint Office No. 1, 1710 Third National Bank Building, Marietta and Broad Streets, Telephone Ivy 4176.

Operating Committee:
Chairman, K. B. Seeds
Vice Chairman, Joseph R. McCleskey
Head Clerk, J. H. Cain, 1710 Third National Bank Bldg.

Federal Grain Supervision:
In Charge, K. B. Seeds
1710 Third National Bank Building
Telephone, Ivy 4176
Registered telegraphic address,

Grain and Hay:
In Charge, Joseph R. McCleskey
1710 Third National Bank Building
Telephone, Ivy 4176
Registered telegraphic address,

Seeds:
In Charge, James W. Bedford
1710 Third National Bank Building
Telephone, Ivy 4176
Registered telegraphic address,

Joint Office No. 2, 319 Connally Building, Whitehall and Alabama Streets, Telephone

Operating Committee:
Chairman, R. G. Hill
Vice Chairman, Charles A. Forrest
Head Clerk, A. C. Shepherd, 319 Connally Building

Market News Service on Fruits and Vegetables:
In Charge, W. G. Thompson
414-416 Connally Building
Telephone, Main 2743
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, W. H. Beckham
405 Connally Building
Telephone, Main 887
Registered telegraphic address,

Conservation of Food Products in Transit and Storage:
In Charge, R. G. Hill
319 Connally Building
Telephone,
Registered telegraphic address,

Transportation Division:
In Charge, Charles A. Forrest
320 Connally Building
Telephone,
Registered telegraphic address,

Marketing Cotton Seed and Its Products Branch Office:
In Charge, T. C. Medley
239 Trust Company of Georgia Building
Telephone,
Registered telegraphic address,

BALTIMORE, MARYLAND

City Committee:
Chairman,
Vice Chairman,
Clerk,

Joint Office, 411 Custom House, Telephone St.Paul 4220.

Operating Committee:
Chairman, W. E. Harrison
Vice Chairman, Samuel F. Shreve
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, W. E. Harrison
411 Custom House
Telephone, St. Paul 4220
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Samuel F. Shreve
411 Custom House
Telephone, St. Paul 4220 Branch 25
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, Lee Gallaher
610 Keyser Building, German and Calvert Streets
Telephone, St. Paul 2979
Registered telegraphic address,

BIRMINGHAM, ALABAMA

Market News Service on Fruits and Vegetables Branch Office:
In Charge, George S. Black
808-810 Jefferson County Bank Building, 2026 Second Avenue
Telephone, Main 5440
Registered telegraphic address, Surveys Bureau Markets

BOSTON, MASSACHUSETTS

City Committee:
Chairman, J. C. Gilbert
Vice Chairman, F. L. Wallace
Clerk, Miss Rose E. Kelley, 407 Fidelity Trust Building

Joint Office, 406 Fidelity Building, 148 State Street, Telephone Richmond 3240

Operating Committee:
Chairman, J. C. Gilbert
Vice Chairman, A. P. Colburn
Head Clerk, Miss Rose E. Kelley, 407 Fidelity Trust Building

Market News Service on Dairy Products:
In Charge, Albert B. Loring
409 Fidelity Building, 148 State Street
Telephone, Richmond 3240
Registered telegraphic address,

Market News Service on Fruits and Vegetables:
In Charge, J. C. Gilbert
406 Fidelity Building, 148 State Street
Telephone, Richmond 3240
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, C. E. Merrill
405 Fidelity Building, 148 State Street
Telephone, Richmond, 3240
Registered telegraphic address,

Market News Service on Live Stock and Meats:
In Charge, W. C. Phillips
407 Fidelity Building, 148 State Street
Telephone, Richmond 689
Registered telegraphic address, Livestock Bureau Markets

City Marketing and Distribution:
In Charge, A. P. Colburn
407 Fidelity Trust Building, 148 State Street
Telephone, Richmond 3240
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, Fred L. Wallace
1140 Oliver Building, Milk Street
Telephone, Fort Hill 3391
Registered telegraphic address,

BRIDGEPORT, CONNECTICUT

City Marketing and Distribution Branch Office:
In Charge, Harold S. Schwenk
614 First National Bank Building, 886 Main Street
Telephone, Noble 250
Registered telegraphic address,

BUFFALO, NEW YORK

City Committee:
Chairman,
Vice Chairman,
Clerk,

Joint Office, 232 Post Office Building, 33 Putnam Street, Telephone, Seneca 2489

Operating Committee:
Chairman, George E. Engels
Vice Chairman, D. J. Flanagan
Head Clerk,

Inspection of Perishable Foods:
In Charge, George E. Engels
232 Post Office Building, 33 Putnam Street
Telephone, Seneca 2489
Registered telegraphic address, Surveys Bureau Markets

Market News Service on Fruits and Vegetables:
In Charge, George E. Engels
232 Post Office Building, 33 Putnam Street
Telephone, Seneca 2489
Registered telegraphic address, Surveys Bureau Markets

Motor Transportation:
In Charge, D. J. Flanagan
232 Post Office Building, 33 Putnam Street
Telephone, Seneca 2489
Registered telegraphic address, Surveys Bureau Markets

Federal Grain Supervision Branch Office:
In Charge, John T. Cavanagh
98 Dun Building, Pearl and Swan Streets
Telephone, Seneca 5852
Registered telegraphic address,

BUTTE, MONTANA

Market News Service on Fruits and Vegetables Branch Office:
In Charge, L. J. Case
428 Rialto Building, Main and Park Streets
Telephone, 569
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, L. J. Case
428 Rialto Building, Main and Park Streets
Telephone 569
Registered telegraphic address, Surveys Bureau Markets

CAIRO, ILLINOIS

Federal Grain Supervision Branch Office:
In Charge, Asa B. Parker
Room 6, Post Office Building
Telephone 464
Registered telegraphic address,

CHICAGO, ILLINOIS

City Committee:
Chairman, H. P. Henry
Vice Chairman, C. F. Wood
Clerk,

Joint Office No. 1, 905 City Hall Square Building, 139 North Clark Street,
Telephone Majestic 8520

Operating Committee:
Chairman, H. P. Henry
Vice Chairman, W. H. Grell
Head Clerk, Edward P. Lemott, 905 City Hall Square Bldg., 139 North Clark St.

Inspection of Perishable Foods:
In Charge, H. P. Henry
905 City Hall Square Building, 139 North Clark Street
Telephone, Majestic 8520
Registered telegraphic address,

City Marketing and Distribution:
In Charge, Harvey E. Larsen
905 City Hall Square Building, 139 North Clark Street
Telephone, Majestic 8520
Registered telegraphic address,

Market News Service on Fruits and Vegetables:
In Charge, W. H. Hall
903-908 City Hall Square Building, 139 North Clark Street
Telephone, Majestic 8520-8521
Registered telegraphic address, Surveys Bureau Markets

Market News Service on Dairy Products:
In Charge, W. H. Grell
905-06 City Hall Square Building, 139 North Clark Street
Telephone, Majestic 8520
Registered telegraphic address,

Joint Office No. 2, Administration Building, Union Stock Yards, Telephone Drover 6656

Operating Committee:
Chairman, S. W. Doty
Vice Chairman, John J. Stevens
Head Clerk, I. W. Pew, Administration Bldg., Union Stock Yards

Market News Service on Live Stock and Meats:
In Charge, S. W. Doty
Administration Building, Union Stock Yards
Telephone, Drover 6656
Registered telegraphic address, Livestock Bureau Markets

Transportation Division:
In Charge, John J. Stevens
Administration Building, Union Stock Yards
Telephone, Boulevard 8441
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, Wm. P. Carroll
974 Continental and Commercial Bank Bldg., 208 South LaSalle Street
Telephone, Harrison 4700
Registered telegraphic address,

Grain and Hay Reporting Service Branch Office:
In Charge, H. L. Bowen
59 Board of Trade Building, 141 West Jackson Boulevard
Telephone, Harrison, 4700 - Local 190
Registered telegraphic address,

Seed Reporting Service Branch Office:
In Charge, C. F. Wood
59 Board of Trade Building, 141 West Jackson Boulevard
Telephone,
Registered telegraphic address,

CINCINNATI, OHIO

City Committee:
Chairman, W. H. McMurtrey
Vice Chairman, H. E. Kramer
Clerk, H. A. Harlow, 210 Johnston Building
Fifth between Walnut and Vine Streets

Joint Office, 208 Johnston Building, Fifth between Walnut and Vine,
Telephone, Main 1018 - Main 4386

Operating Committee:
Chairman, J. J. Ahearn
Vice Chairman,
Head Clerk, George B. Wenning, 208-209 Johnston Building,
Fifth between Walnut and Vine

Market News Service on Fruits and Vegetables:
In Charge, J. J. Ahearn
208-209 Johnston Building, Fifth between Walnut and Vine Streets
Telephone, Main 1018 - Main 4386
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, R. C. Butner
209 Johnston Building, Fifth and Walnut Streets
Telephone, Main 4386
Registered telegraphic address,

Federal Grain Supervision:
In Charge, Warren H. McMurtrey
210 Johnston Building, Fifth and Walnut Streets
Telephone, Main 3408
Registered telegraphic address,

CLEVELAND, OHIO

City Committee:
Chairman,
Vice Chairman, H. S. Prue
Clerk, Miss Lydia E. Frey, 503 Erie Building,
East Ninth Street & Prospect Avenue

Joint Office, 503 Erie Building, East Ninth Street and Prospect Avenue,
Telephone, Prospect 632 - Central 7524

Operating Committee:
Chairman, W. P. Johnson
Vice Chairman,
Head Clerk, Miss Lydia E. Frey, 503 Erie Building,
East Ninth Street & Prospect Avenue

Market News Service on Fruits and Vegetables:
In Charge, W. P. Johnson
503 Erie Building, East Ninth Street and Prospect Avenue
Telephone, Prospect 632 and Central 7524
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Paul W. Bornes
503 Erie Building, East Ninth Street and Prospect Avenue
Telephone, Prospect 632 and Central 7524
Registered telegraphic address,

City Marketing and Distribution:
In Charge, Dolph Berli
503 Erie Building, East Ninth Street and Prospect Avenue
Telephone, Prospect 632 and Central 7524
Registered telegraphic address,

Motor Transportation:
In Charge, W. J. Watjen
503 Erie Building, East Ninth and Prospect Avenue
Telephone, Prospect 632 and Central 7524
Registered telegraphic address, Surveys Bureau Markets

Federal Grain Supervision Branch Office:
In Charge, Harry F. Prue
709 Illuminating Building
Telephone, Main 1416
Registered telegraphic address,

COLUMBUS, OHIO

Market News Service on Fruits and Vegetables Branch Office:
In Charge, W. H. Mosier
303 Martlin Building, 71 East State Street
Telephone, Main 9404
Registered telegraphic address, Surveys Bureau Markets

DALLAS, TEXAS

Marketing Cotton Seed and Its Products Branch Office:
In Charge, Lawrence Mason
1308 Southwestern Life Insurance Building
Telephone, Main 6306
Registered telegraphic address,

DENVER, COLORADO

City Committee:
Chairman, J. W. Dykes
Vice Chairman, E. A. Hill
Clerk, Miss M. S. Banks, 500 Cooper Building, 17th and Curtis Streets

Joint Office No. 1, 26 Custom House Building, 16th and Arapahoe Streets,
Telephone, Champa 3237

Operating Committee:
Chairman, S. L. Sweet
Vice Chairman, Ralph B. Grabill
Head Clerk, Mrs. M. D. Davis, 26 Custom House, 16th & Arapahoe Sts.

Market News Service on Fruits and Vegetables:
In Charge, Stuart L. Sweet
26 Custom House, 16th and Arapahoe Streets
Telephone, Champa 3237
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Howard E. Kramer
12 Custom House, 16th and Arapahoe Streets
Telephone,
Registered telegraphic address,

City Marketing and Distribution:
In Charge, Ralph B. Grabill
26 Custom House, 16th and Arapahoe Streets
Telephone, Champa 3237
Registered telegraphic address,

Joint Office No. 2, Cooper Building, 17th and Curtis Streets,
Telephone,

Operating Committee:
Chairman,
Vice Chairman, E. A. Hill
Head Clerk, Miss M. S. Banks, 500 Cooper Bldg., 17th & Curtis Sts.

Federal Grain Supervision:
In Charge, Ephraim A. Hill
509 Cooper Building, 17th and Curtis Streets
Telephone, Champa 514
Registered telegraphic address,

Seed Reporting Service:
In Charge, John W. Dykes
500-503 Cooper Building, 17th and Curtis Streets
Telephone,
Registered telegraphic address,

Market News Service on Live Stock and Meats Branch Office:
In Charge, R. E. Reynolds
214 Live Stock Exchange, Stock Yards
Telephone, Champa 2987
Registered telegraphic address, Livestock Bureau Markets

DES MOINES, IOWA

Market News Service on Fruits and Vegetables Branch Office:
In Charge, Clyde H. Heard
215 U. S. Court House, 5th and Mulberry Streets
Telephone, Walnut, 1070
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, Clyde H. Heard
215 U. S. Court House, 5th and Mulberry Streets
Telephone, Walnut 1070
Registered telegraphic address, Surveys Bureau Markets

DETROIT, MICHIGAN

City Committee:
Chairman, Frank A. L. Bloom
Vice Chairman, John H. Frazier
Clerk, Alger M. Clark, 605 Detroit Free Press Building

Joint Office, 314-316 Hammond Building, Griswold and Ford Streets,
Telephone Cadillac 2113 and Cherry 6836

Operating Committee:
Chairman, T. C. Bushfield
Vice Chairman, Frank A. L. Bloom
Head Clerk, Miss Ruth Durfee, 314-316 Hammond Building, Griswold and Ford Streets.

Market News Service on Fruits and Vegetables:
In Charge, T. C. Bushfield
314-316 Hammond Building, Griswold and Ford Streets
Telephone, Cadillac 2113; Cherry 6836
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Frank A. L. Bloom
314 Hammond Building, Griswold and Ford Streets
Telephone, Cherry 6836; Cadillac 2113
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, Ralph W. Taylor
605 Detroit Free Press Building
Telephone
Registered telegraphic address,

DULUTH, MINNESOTA

Federal Grain Supervision Branch Office:
In Charge, P. J. Brittain
Rooms 1-4, Sherwood Building, 318-320 West First Street,
Telephone, Melrose 5885
Registered telegraphic address,

FARGO, NORTH DAKOTA

Market News Service on Fruits and Vegetables Branch Office:
In Charge, O. J. McDonald
Hook Building, 619 Second Avenue North
Telephone, 3236
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, O. J. McDonald
Hook Building, 619 Second Avenue North
Telephone, 3236
Registered telegraphic address, Surveys Bureau Markets

FT. WORTH, TEXAS

City Committee:
Chairman, L. G. Schultz
Vice Chairman, J. W. Jennings
Clerk, Miss Alice E. Pulliam, 506-508 Moore Building, 10th and Main Streets

Joint Office No. 1, Moore Building, 10th and Main Streets,
Telephone,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, Willis C. Russell
506-508 Moore Building, 10th and Main Streets,
Telephone, Lamar 7102
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, L. G. Schultz
505 Moore Building, 10th and Main Streets
Telephone, Lamar 7102
Registered telegraphic address,

Transportation Division:
In Charge, Unassigned
Room 505, Moore Building, 10th and Main Streets
Telephone, Lamar 7102
Registered telegraphic address,

Joint Office No. 2, Live Stock Exchange Building, Telephone

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Live Stock and Meats:
In Charge, C. A. Burmeister
203-204 Live Stock Exchange Building
Telephone, Prospect 762
Registered telegraphic address, Livestock Bureau Markets

Grain and Hay Market Reporting Service:
In Charge, E. E. Elliott
205 Live Stock Exchange Building
Telephone, Prospect 337
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, James B. Wallace
511 First National Bank Building
Telephone, Lamar 3377
Registered telegraphic address,

GALVESTON, TEXAS

Federal Grain Supervision Branch Office:
In Charge, Herbert L. Binkley
222 Security Building
Telephone, 2632
Registered telegraphic address,

GREELEY, COLORADO

Market News Service on Fruits and Vegetables Branch Office:
In Charge, Herbert E. Munger
214 Post Office Building
Telephone,
Registered telegraphic address, Surveys Bureau Markets.

HARTFORD, CONNECTICUT

City Marketing and Distribution Branch Office:
In Charge, Ernest J. Maynard
48 Lewis Street
Telephone, Charter 9611
Registered telegraphic address,

HOUSTON, TEXAS

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, R. S. Lumbard
307-309 Southern Pacific Building, Franklin and Travis Streets
Telephone, Preston 3123
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Vernon V. Westgate
307 Southern Pacific Building
Telephone, Preston 4595
Registered telegraphic address,

INDIANAPOLIS, INDIANA

City Committee:
Chairman, E. D. McNulty
Vice Chairman, R. B. Woolsey
Clerk,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, E. D. McNulty
1102-03 City Trust Building, Market & Delaware Streets
Telephone, Main 6849
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Harry Arenz
1102-03 City Trust Building, Market & Delaware Streets
Telephone, Main 6849
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, Ralph B. Woolsey
827 Board of Trade Building
Telephone, Main 2322
Registered telegraphic address,

JACKSONVILLE, FLORIDA

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,
Market News Service on Fruits and Vegetables:
In Charge, D. W. Hadsell
907-911 Bisbee Building, 41-43 Forsyth Street
Telephone, Bell 7690
Registered telegraphic address, Surveys Bureau Markets
Inspection of Perishable Foods:
In Charge, C. W. Chewning
909 Bisbee Building
Telephone, Bell 7690
Registered telegraphic address,

KANSAS CITY, MISSOURI

City Committee:
Chairman, Sam H. Ray
Vice Chairman, E. L. Morris
Clerk,

Joint Office No. 1, Postal Telegraph Building, 8th and Delaware Streets,
Telephone

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,
Federal Grain Supervision:
In Charge, Rutherford T. Miles
310 Postal Telegraph Building, 8th and Delaware Streets
Telephone, Main 4616
Registered telegraphic address,
Grain Standardization:
In Charge, J. D. Morgan
303 Postal Telegraph Building, 8th and Delaware Streets
Telephone,
Registered telegraphic address,

Grain and Hay Reporting Service:
In Charge, C. P. Martin
302 Postal Telegraph Building, 8th and Delaware Streets
Telephone, Main 4157
Registered telegraphic address,

Seed Reporting Service:
In Charge, G. Fred Kellogg
302 Postal Telegraph Building, 8th and Delaware Streets
Telephone, Main 4157
Registered telegraphic address,

Joint Office No. 2, Railway Exchange Building, 7th and Walnut Streets,
Telephone,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, Jared H. Thomas
212-214 Railway Exchange Building, 7th and Walnut Streets
Telephone, Main 2142
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, L. J. Weishaar
212 Railway Exchange Building, 7th and Walnut Streets
Telephone, Main 2142
Registered telegraphic address,

Market News Service on Live Stock and Meats Branch Office:
In Charge, Sam H. Ray
964 Live Stock Exchange Building
Telephone, Main 1547
Registered telegraphic address, Livestock Bureau Markets

LANCASTER, PENNSYLVANIA

Market News Service on Live Stock and Meats Branch Office:
In Charge, C. E. Brashear
534 Woolworth Building
Telephone, Lancaster 2648 (Bell)
Registered telegraphic address, Livestock Bureau Markets

LAWRENCE, MASSACHUSETTS

City Marketing and Distribution Branch Office:
In Charge, No assignment
803 Bay State Building, Essex Street
Telephone 4420
Registered telegraphic address,

LOS ANGELES, CALIFORNIA

City Committee:
Chairman, F. P. Allen
Vice Chairman, H. H. Warner
Clerk, Miss Ruth Fouts, 701 International Bank Bldg.

Market News Service on Fruits and Vegetables Branch Office:
District Representative on Pacific Coast, O. W. Schleussner,
206 Wholesale Terminal Bldg. 1304 East 7th St.
In Charge Local Office, H. H. Warner
204-208 Wholesale Terminal Office Bldg., 1304 East 7th Street
Telephone, Pico 3691
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
Supervising Inspector, O. W. Schleussner,
206 Wholesale Terminal Bldg. 1304 East 7th St.
In Charge Local Office, H. H. Warner
206 Wholesale Terminal Office Bldg., 1304 East 7th Street
Telephone, Pico 3691
Registered telegraphic address, Surveys Bureau Markets

Market News Service on Live Stock and Meats Branch Office:
In Charge, F. P. Allen
701 International Bank Building
Telephone, Pico 1463
Telegraphic address, Livestock Bureau Markets

LOUISVILLE, KENTUCKY

Federal Grain Supervision Branch Office:
In Charge, R. R. Saunders
27 Board of Trade Building
Telephone, Main 1974
Registered telegraphic address,

MEMPHIS, TENNESSEE

City Committee:
Chairman,
Vice Chairman,
Clerk,

Joint Office, Exchange Building, Madison and Second Streets,
Telephone,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, J. Harold Hoover
601-603 Exchange Building, Madison and Second Streets
Telephone, Main 796
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, J. Harold Hoover
601-603 Exchange Building, Madison and Second Streets
Telephone, Main 796
Registered telegraphic address, Surveys Bureau Markets

Federal Grain Supervision:
In Charge, Ed. Keiser
403 Exchange Building, Madison Avenue and Second Streets
Telephone, Main 2234
Registered telegraphic address,

Cotton Handling and Marketing Branch Office:
In Charge, No assignment
1008-09 Falls Building,
Telephone,
Registered telegraphic address,

MILWAUKEE, WISCONSIN

Federal Grain Supervision Branch Office:
In Charge, John H. Edwards
513 Wells Building, 122 Wisconsin Street
Telephone, Main 1100
Registered telegraphic address,

MINNEAPOLIS, MINNESOTA

City Committee:
Chairman, R. C. Miller
Vice Chairman, Fred H. Hunter
Clerk,

Joint Office No. 1, Flour Exchange Building, Telephone,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Federal Grain Supervision:
In Charge, R. C. Miller
326 Flour Exchange Building
Telephone, Nicollet 2091; Automatic 36977
Registered telegraphic address,

Grain and Hay Reporting Service:
In Charge, R. B. Smith
320 Flour Exchange Building
Telephone, Nicollet 1060
Registered telegraphic address,

Seed Reporting Service:
In Charge,
320 Flour Exchange Building
Telephone,
Registered telegraphic address,

Joint Office No. 2, 302 Market State Bank Building, Second Avenue North and 7th Streets, Telephone, Nicollet 4508; Cedar 794

Operating Committee:
Chairman, C. L. Pier
Vice Chairman, B. Jelinek
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, Benjamin Jelinek
302-303 Market State Bank Bldg., Second Ave. North and 7th Sts.
Telephone, Nicollet 4508; Cedar 794
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, F. H. Hunter
302 Market State Bank Bldg., Second Avenue North and 7th Sts.
Telephone, Nicollet 4508
Registered telegraphic address,

Market News Service on Dairy Products:
In Charge, C. L. Pier
302 Market State Bank Bldg., Second Avenue North and 7th Sts.
Telephone, Nicollet 4508; Cedar 794
Registered telegraphic address,

Transportation Division:
In Charge, Walter H. Seidel
302 Market State Bank Bldg., Second Avenue North and 7th Sts.
Telephone, Nicollet 4508; Cedar 794
Registered telegraphic address,

NASHVILLE, TENNESSEE

Federal Grain Supervision Branch Office:
In Charge, R. C. Mill
807 Independent Life Building, 5th Avenue and Church Street
Telephone, Main 2690
Registered telegraphic address,

NATIONAL STOCK YARDS, ILLINOIS
(See St. Louis, Missouri)

NEW HAVEN, CONNECTICUT

City Marketing and Distribution Branch Office:
In Charge, H. Bruce Price
321 Chamber of Commerce, 185 Church Street
Telephone, Liberty 3203
Registered telegraphic address,

NEW ORLEANS, LOUISIANA

City Committee:
Chairman,
Vice Chairman,
Clerk,

Joint Office, Metropolitan Bank Building, Camp and Poydras Streets,
Telephone,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Fruits and Vegetables:
In Charge, F. H. Lister,
314-315 Metropolitan Bank Bldg., Camp and Poydras Streets
Telephone, Main 3178
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Frank H. Lister
314 Metropolitan Bank Bldg., Camp and Poydras Streets
Telephone, Main 3178
Registered telegraphic address, Surveys Bureau Markets

Federal Grain Supervision:
In Charge, E. H. Linzee
503 Metropolitan Bank Bldg., Camp and Poydras Streets
Telephone, Main 3131
Registered telegraphic address,

Grain Standardization:
In Charge, C. H. Bennett
503 Metropolitan Bank Bldg., Camp and Poydras Streets
Telephone, Main 3131
Registered telegraphic address,

Cotton Futures Branch Office:
In Charge, F. W. Knight
Room 307, Abraham Building
Telephone, Main 551
Registered telegraphic address,

NEW YORK, NEW YORK

City Committee:
Chairman,
Vice Chairman,
Clerk,

Joint Office, 400-416 Fruit Trade Building, 204 Franklin Street,
Telephone, Franklin 2650

Operating Committee:
Chairman, A. Dexter Gail, Jr.
Vice Chairman, John P. Mead
Head Clerk, P. L. Gray, 400 Fruit Trade Bldg., 204 Franklin St.

Market News Service on Fruits and Vegetables:
In Charge, A. Dexter Gail, Jr.
400-416 Fruit Trade Bldg., 204 Franklin Street
Telephone, Franklin 2650
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, E. L. Markell
411 Fruit Trade Bldg., 204 Franklin Street
Telephone, Franklin 2650
Registered telegraphic address,

Market News Service on Live Stock and Meats:
In Charge, J. P. Mead
409 Fruit Trade Bldg., 204 Franklin Street
Telephone, Franklin 2650
Registered telegraphic address, Livestock Bureau Markets

Market News Service on Dairy Products:
In Charge, A. C. Dingwall,
409 Fruit Trade Bldg., 204 Franklin Street
Telephone, Franklin 2650 - Extension 13
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, Laurel Duval
Room 1607 Lord's Court, 27 William Street
Telephone, Broad 4274
Registered telegraphic address,

NORTH PORTLAND, OREGON
(See Portland, Oregon)

OKLAHOMA CITY, OKLAHOMA

City Committee:
Chairman, W. B. Walker
Vice Chairman, W. D. Mathews
Clerk, John R. Lee, 1206 Colcord Building,
Telephone, Maple 3454

Market News Service on Fruits and Vegetables Branch Office:
In Charge, W. B. Walker
1206-1207 Colcord Building
Telephone, Maple 3454
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, W. B. Walker
1206-1207 Colcord Building
Telephone, Maple 3454
Registered telegraphic address, Surveys Bureau Markets

Federal Grain Supervision Branch Office:
In Charge, Wayne D. Mathews
502 Patterson Building, 320 West Main Street
Telephone, Walnut 2284
Registered telegraphic address,

OMAHA, NEBRASKA

City Committee:
Chairman, B. B. Jones
Vice Chairman, Walter Fowler
Clerk, Evelynn R. Walker, 437 Keeline Building,
Telephone, Douglas 4400

Market News Service on Fruits and Vegetables Branch Office:
In Charge, B. B. Jones
437 Keeline Building, 17th and Harley Streets
Telephone, Douglas 4400
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, B. B. Jones
436 Keeline Building, 17th and Harley Streets
Telephone, Douglas 4400
Registered telegraphic address, Surveys Bureau Markets

Federal Grain Supervision Branch Office:
In Charge, Walter Fowler
738 Brandeis Building, 16th and Douglas Streets
Telephone, Tyler 2632
Registered telegraphic address,

Market News Service on Live Stock and Meats Branch Office:
In Charge, E. H. Schroer
Vacek Building, 4930 - 24th Street South
Mail: Box 184
Telephone, South 4216
Registered telegraphic address, Livestock Bureau Markets

PEORIA, ILLINOIS

Federal Grain Supervision Branch Office:
In Charge, James A. LeRoy
509 Lehmann Building
Telephone, Main 6152
Registered telegraphic address,

PHILADELPHIA, PENNSYLVANIA

City Committee:
Chairman, Edward M. Seifert, Jr.
Vice Chairman,
Clerk,

Joint Office, 308 Bourse Building, 4th and 5th bet. Ludlow and Ranstead,
Telephone, Lombard 4574

Operating Committee:
Chairman, Edward M. Seifert, Jr.
Vice Chairman,
Head Clerk

Market News Service on Live Stock and Meats:
In Charge, James K. Wallace
311 Bourse Bldg., 4th and 5th bet. Ludlow and Ranstead Sts.
Telephone, Lombard 4573
Registered telegraphic address, Livestock Bureau Markets

Market News Service on Fruits and Vegetables:
In Charge, Edward M. Seifert, Jr.
308 Bourse Bldg., 4th and 5th bet. Ludlow and Ranstead
Telephone, Lombard 4574
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, R. J. Russell
308 Bourse Bldg., 4th and 5th bet. Ludlow and Ranstead
Telephone, Lombard 4573
Registered telegraphic address,

Motor Transportation:
In Charge, Wm. M. Orr
308 Bourse Bldg., 4th and 5th bet. Ludlow and Ranstead
Telephone, Lombard 4573
Registered telegraphic address,

Market News Service on Dairy Products:
In Charge, Leon E. Gaylord
312 Bourse Bldg., 4th and 5th bet. Ludlow and Ranstead
Telephone, Lombard 4575
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, E. C. Noll,
578 Bourse Bldg., 4th and 5th bet. Ludlow and Ranstead
Telephone, Lombard 4349
Registered telegraphic address,

PITTSBURGH, PENNSYLVANIA

City Committee:
Chairman, F. G. Robb
Vice Chairman, J. A. Burgess
Clerk, Miss Rose Amdursky, 302 Kellerman Bldg., 18th St. and Pa. Ave., Tel. Grant 2576

Joint Office, 302 Kellerman Building, 18th Street and Pa. Avenue, Telephone, Grant 2576

Operating Committee:
Chairman, F. R. Keebler
Vice Chairman, F. G. Robb
Head Clerk, Miss Rose Amdursky, 302 Kellerman Bldg., 18th St. and Pa. Ave., Telephone, Grant 2576

Market News Service on Fruits and Vegetables:
In Charge, F. R. Keebler
302-303 Kellerman Building, 18th St. and Pa. Avenue
Telephone, Grant 2576
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, F. G. Robb
304 Kellerman Building, 18th St. and Pa. Avenue
Telephone, Grant 6560
Registered telegraphic address,

Market News Service on Live Stock and Meats Branch Office:
In Charge, J. A. Burgess
915 Bessemer Building
Telephone, Bell Court 1220
Registered telegraphic address, Livestock Bureau Markets

Federal Grain Supervision Branch Office:
In Charge, Wm. F. Shanahan
613-615 Wabash Building
Telephone,
Registered telegraphic address,

PORTLAND, OREGON

City Committee:
Chairman, Hugh A. Martin
Vice Chairman, Robert L. Ringer
Clerk, Miss Gladys Durst, 310 Worcester Bldg., Telephone, Main 954

Joint Office, 310 Worcester Building, Telephone Main 954.

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Federal Grain Supervision:
In Charge, Hugh A. Martin
310 Worcester Building
Telephone, Main 954
Registered telegraphic address,

Grain Standardization:
In Charge, C. C. Ruth
310 Worcester Building
Telephone, Main 954
Registered telegraphic address,

Grain and Hay Reporting Service:
In Charge, Abraham Rickles
310 Worcester Building
Telephone,
Registered telegraphic address,

Market News Service on Fruits and Vegetables Branch Office:
In Charge, R. L. Ringer
410 Oregon Building
Telephone, Broadway 2135
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, R. L. Ringer
410-412 Oregon Building
Telephone, Broadway 2135
Registered telegraphic address, Surveys Bureau Markets

Market News Service on Live Stock and Meats Branch Office:
In Charge, C. E. Gibbons
318 Live Stock Exchange Building, North Portland
Mail: Box 36, North Portland
Telephone, Woodlawn 2400
Registered telegraphic address, Livestock Bureau Markets

PROVIDENCE, RHODE ISLAND

City Marketing and Distribution Branch Office:
In Charge, Harry F. Carney
416 Federal Building, Exchange Place
Telephone, Union 5920, Station 34
Registered telegraphic address,

ST. LOUIS, MISSOURI

City Committee:
Chairman, Saxon D. Clark
Vice Chairman, Fred T. Bryan
Clerk, Elmer R. Jones, 413 Old Custom House, Third and Olive Streets
Joint Office, 401 Old Custom House, Third and Olive Streets, Telephone Olive 4741

Operating Committee:
Chairman, Saxon D. Clark
Vice Chairman, Fred T. Bryan
Head Clerk, Elmer R. Jones, 413 Old Custom House, Third and Olive Streets,

Market News Service on Fruits and Vegetables:
In Charge, Saxon D. Clark
401 Old Custom House, Third and Olive Streets
Telephone, Olive 4741
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods:
In Charge, Fred T. Bryan
413 Old Custom House, Third and Olive Streets
Telephone, Olive 1112
Registered telegraphic address

City Marketing and Distribution:
In Charge, Unassigned
402 Old Custom House, Third and Olive Streets
Telephone,
Registered telegraphic address,

Federal Grain Supervision Branch Office:
In Charge, Charles B. Barron
817 Pierce Building, Fourth and Pine Streets
Telephone, Olive 5330
Registered telegraphic address,

Market News Service on Live Stock and Meats Branch Office:
In Charge, W. O. Ellis
60-61 Exchange Building No. 2, National Stock Yards, Illinois
Telephone, Bell East 2660
Registered telegraphic address,

ST. PAUL, MINNESOTA

City Committee:
Chairman,
Vice Chairman,
Clerk,

City Marketing and Distribution Branch Office:
In Charge, Melvin A. Russell
10th and Temperance Streets
Telephone, Northwestern, Cedar 8568; Tri-State 23279
Registered telegraphic address,

Market News Service on Live Stock and Meats Branch Office:
In Charge, Don J. Slater
523 Live Stock Exchange Building, South St. Paul
Telephone, Concord 565
Registered telegraphic address, Livestock Bureau Markets

SALT LAKE CITY, UTAH

Joint Office, Ness Building, Telephone, Wasatch 9052

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Market News Service on Live Stock and Meats:
In Charge, C. M. Pipkin
424 Ness Building
Telephone, Wasatch 9052
Registered telegraphic address, Livestock Bureau Markets

Federal Grain Supervision:
In Charge, Walter J. Morgan
423 Ness Building
Telephone, Wasatch 3840
Registered telegraphic address,

Conservation of Food Products in Transit and Storage:
In Charge, H. E. Waterbury
426 Ness Building
Telephone,
Registered telegraphic address,

SAN FRANCISCO, CALIFORNIA

City Committee:
Chairman, S. H. Boddinghouse
Vice Chairman, L. D. Todd
Clerk

Joint Office No. 1, Consular Building, 510 Battery Street,
Telephone

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,
Market News Service on Fruits and Vegetables:
In Charge, S. H. Boddinghouse
315-323 Consular Building, 510 Battery Street
Telephone, Sutter 1527
Registered telegraphic address, Surveys Bureau Markets
Inspection of Perishable Foods:
In Charge, S. H. Boddinghouse
315-323 Consular Building, 510 Battery Street
Telephone, Sutter 1527; Local 3
Registered telegraphic address, Surveys Bureau Markets
Market News Service on Dairy Products:
In Charge, L. M. Davis
315-317 Consular Building, 510 Battery Street
Telephone, Sutter 1527; 1528
Registered telegraphic address,
Transportation Division:
In Charge, I. N. Randall
319 Consular Building, 510 Battery Street
Telephone,
Registered telegraphic address,

Joint Office No. 2, Balboa Building, Telephone,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,
Seed Reporting Service:
In Charge, S. S. Lawrence
607 Balboa Building
Telephone,
Registered telegraphic address,
Market News Service on Live Stock and Meats:
In Charge, E. E. Niccolls
606 Balboa Building
Telephone, Sutter 1527
Registered telegraphic address, Livestock Bureau Markets

Federal Grain Supervision Branch Office:
In Charge, James F. McKenzie
1131 Merchants Exchange Building, 465 California Street
Telephone, Sutter 7456
Registered telegraphic address,

SEATTLE, WASHINGTON

Federal Grain Supervision Branch Office:
In Charge, B. W. Whitlock,
2304 L. C. Smith Building
Telephone, Elliott 2379
Registered telegraphic address,

SOUTH ST. PAUL, MINNESOTA
(See St. Paul)

SPOKANE, WASHINGTON

City Committee:
Chairman,
Vice Chairman,
Clerk,

Joint Office, Chamber of Commerce Building, Washington Street,
Telephone,

Operating Committee:
Chairman,
Vice Chairman,
Head Clerk,

Federal Grain Supervision:
In Charge, George K. Landers
516 Chamber of Commerce Building, Washington Street
Telephone, Main 4098
Registered telegraphic address,

Seed Reporting Service:
In Charge, Vernon P. Fawcett
511 Chamber of Commerce Building, Washington Street
Telephone, Main 4098
Registered telegraphic address,

Market News Service on Fruits and Vegetables Branch Office:
In Charge, P. C. Isbell
424 Post Office Building
Telephone, Main 4998
Registered telegraphic address, Surveys Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, P. C. Isbell
424 Post Office Building
Telephone, Main 4998
Registered telegraphic address, Surveys Bureau Markets

SPRINGFIELD, MASSACHUSETTS

City Marketing and Distribution Branch Office:
In Charge, George W. Porter
Room 209, - 244 Main Street
Telephone, Walnut 1146
Registered telegraphic address,

TOLEDO, OHIO

Federal Grain Supervision Branch Office:
In Charge, C. L. Cannon
Room 2009 - Second National Bank Building
Telephone, Main 1909
Registered telegraphic address,

WASHINGTON, D. C.

Market News Service on Live Stock and Meats Branch Office:
In Charge, E. V. Baker
Room 213, 503 Seventh Street, N. W.
Telephone, Main 4650 - Branch 319
Registered telegraphic address, Livestock Bureau Markets

Inspection of Perishable Foods Branch Office:
In Charge, W. H. Wicks
Room 608, 1358 B Street, S. W.
Telephone, Main 4650 - Branch 210
Registered telegraphic address,

City Marketing and Distribution Branch Office:
In Charge, William H. Darrow
Room 508, 1358 B Street, S. W.
Telephone, Main 4650 - Branch 318
Registered telegraphic address,

WATERBURY, CONNECTICUT

City Marketing and Distribution Branch Office:
In Charge, Burton W. Sherburne
Care Farm Bureau
Telephone,
Registered telegraphic address,

WICHITA, KANSAS

Federal Grain Supervision Branch Office:
In Charge, Robert D. Jarboe
313 Sedgwick Building
Telephone, Market 3508
Registered telegraphic address,

WORCESTER, MASSACHUSETTS

City Marketing and Distribution Branch Office:
In Charge, Howard L. Russell
Farm Bureau, 11 Foster Street
Telephone, Park 4328
Registered telegraphic address,

YAKIMA, WASHINGTON

Conservation of Food Products in Transit and Storage Branch Office:
In Charge, W. C. Quick
624 Miller Building
Telephone,
Registered telegraphic address,

STATE COOPERATION IN MARKETING

Arkansas:

John H. Tull,
Field Agent in Marketing,
Old State House,
Little Rock, Arkansas.

Lawrence Foot,
Agent,
Old State House,
Little Rock, Arkansas.

Colorado:

Stuart L. Sweet
Field Agent in Marketing,
Room 26 Custom House,
Denver, Colorado.

Edwin L. Sewell,
Collaborator,
Room 26, Custom House,
Denver, Colorado.

Connecticut: Guy C. Smith,
Field Agent in Marketing,
Connecticut Agricultural College,
Storrs, Connecticut.

Georgia: M. C. Gay,
Field Agent in Marketing,
Georgia State College of Agriculture,
Athens, Georgia.

Indiana: J. R. Cavanagh,
Field Agent in Marketing,
Purdue University,
West LaFayette, Indiana.

Iowa: L. G. Foster,
Field Agent in Marketing,
Iowa State College of Agriculture,
Ames, Iowa.

Massachusetts: Robert W. Merrick,
Field Agent in Organization,
Segreganset, Massachusetts.

Joseph M. McEvoy,
Field Agent in City Marketing,
Hampshire County Farm Bureau,
Northampton, Massachusetts.

William L. Machmer,
Field Agent in Storage and Warehousing,
Hampshire County Farm Bureau,
Northampton, Massachusetts.

James L. Early,
Middlesex County Farm Bureau,
Waltham, Massachusetts.

Michigan: Hale Tennant,
Field Agent in Marketing,
Michigan Agricultural College,
East Lansing, Michigan.

Minnesota: R. W. Thatcher,
Dean, Department of Agriculture,
University of Minnesota,
St. Paul, Minnesota.

Frank Robotka,
Field Agent in Market Business Practice,
College of Agriculture, University of Minnesota,
University Farm, St. Paul, Minnesota.

Mississippi:

H. O. Pate,
Field Agent in Marketing,
Mississippi Agricultural and Mechanical College,
Agricultural College, Mississippi.

John F. McKay,
Field Agent in Truck Crop Marketing,
Mississippi Agricultural and Mechanical College,
Agricultural College, Mississippi.

Thomas M. Patterson,
Field Agent in Live Stock Marketing,
Mississippi Agricultural & Mechanical College,
Agricultural College, Mississippi.

Montana:

W. L. Beers,
Field Agent in Marketing,
Montana State College of Agr. and Mechanic Arts,
Bozeman, Montana.

Nebraska:

H. C. Filley,
Field Agent in Marketing,
College of Agriculture, University of Nebraska,
Lincoln, Nebraska.

Merle E. Wade,
Agent in Marketing Work,
University Farm,
Lincoln, Nebraska.

New Mexico:

Charles A. McNabb,
Field Agent in Marketing,
New Mexico College of Agriculture
and Mechanic Arts,
State College, New Mexico.

North Carolina:

William R. Camp,
Field Agent in Marketing,
North Carolina State College of Agriculture
and Engineering,
West Raleigh, North Carolina.

Charles S. Jones,
Agent in Marketing Live Stock and Corn,
North Carolina State College of Agriculture
and Engineering,
West Raleigh, North Carolina.

Ohio:

V. H. Davis,
Field Agent in Marketing,
Capitol,
Columbus, Ohio.

Oregon: Hector Macpherson,
Field Agent in Marketing,
Oregon Agricultural College,
Corvallis, Oregon.

Tennessee: C. E. Brehm,
Field Agent in Marketing,
College of Agriculture, University of Tennessee,
Knoxville, Tennessee.

Arthur D. Knox,
Field Agent in Live Stock Marketing,
College of Agriculture, University of Tennessee,
Knoxville, Tennessee.

Texas: Howard M. Eliot,
Field Agent in Marketing,
Agricultural and Mechanical College of Texas,
College Station, Texas.

Vermont: Mogens R. Tolstrup,
Field Agent in Marketing,
Care of Commissioner of Agriculture,
St. Albans, Vermont.

Washington: Asher Hobson,
Field Agent in Marketing,
State College of Washington,
Pullman, Washington.

R V Bailey

Administrative Assistant
In Charge of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
Branch of Operation.
Washington, D. C.

INFORMATION CIRCULAR NO. 7.

November 16, 1918.

1. BRANCH OFFICE DATA.

Attached hereto is a blank form, prepared to record data required in the administrative offices in regard to the quarters occupied by branch offices. It is believed that this form is self-explanatory. It should be filled out fully for each branch office, including both joint and single project branches, and mailed promptly to the Administrative Assistant in Charge of Operation. A photograph or good drawing of the building would be helpful, if available, preferably showing the side on which the Bureau of Markets offices are located.

Part of these data are on file for some of the offices, but it is not complete in any case and it is not known how much of it may be out of date or for other reasons inaccurate.

2. COPIES OF OFFICIAL MEMORANDA.

Unusually frequent calls for extra copies of Secretary, Bureau, Branch Office memoranda, etc., which have been issued upon the regular basis of distribution, many of them repeated calls for the same memorandum, seem to indicate that, in some projects, the original copies issued are not properly noted and permanently filed, or that due regard for economy in the number of copies asked for is not observed.

Conservation of materials and labor necessary in the production of these memoranda, and in the time of clerks who are called upon to supply numerous extra copies requested subsequent to the general distribution makes it necessary at this time to remind head clerks of projects, or others responsible, that upon receipt of copies of the memoranda described above, it is their duty to bring the subject matter thereof to the attention of all concerned in their offices, including branch offices where necessary.

When this has been done, and evidence that the memoranda have been noted by all who should see them is at hand in the form of the initials of these officers and employees, they should be placed in suitable binders or other permanent files from which they cannot be extracted without charging.

An index of these various memoranda will be issued at the earliest possible date.

It is suggested that projects go over their files at an early date and ask for copies of such memoranda as may be missing, after which the issuance of extra copies will be restricted to the filling of requests based upon the special circumstances outlined above.

The number of copies ordered of memoranda issued in the future will be reduced to cover only the initial distribution. Where the subject matter of a memorandum is such that it should be brought to the attention of branch offices, sufficient copies, of course, may continue to be obtained to cover such offices.

3. ANNOUNCEMENTS OF CIVIL SERVICE EXAMINATIONS.

The Bureau is in receipt of Secretary's Circular No. 8, concerning the distribution of announcements of Civil Service examinations. This circular is as follows:

> "The Civil Service Commission on account of present conditions has requested the cooperation of the Department in the matter of disseminating information concerning examinations and bringing it to the attention of qualified persons. The Commission states that it has well organized machinery for this purpose, which is, of course, used to the fullest extent, but it believes that better results may be obtained through more systematic cooperation of the Department. Hereafter the Commission will furnish the Department with copies of each examination, as announced, and requests that the office in the Department in which the position is to be filled render assistance in distributing the announcements among qualified persons. Additional copies may be had upon request of the Commission.
>
> "It is the desire of the Secretary that the fullest cooperation be undertaken by all branches of the Department with the Commission in the distribution of these announcements."

In order that the Bureau may cooperate to the fullest extent in this matter, it is suggested that whenever an announcement for some specific examination comes to the attention of an employee, either in Washington or in the field, who knows of some qualified person or persons who would be likely to be interested and consider taking such examinations, the names and addresses of these individuals be forwarded to Washington with the request that they be sent announcements, or that announcements be secured and forwarded to the prospective applicants direct.

4. SALARY VOUCHERS.

The third paragraph in Branch Office Memorandum No. 19, which directed that salary vouchers on Form 3 should be submitted in duplicate and mailed to the Section of Supplies and Accounts, was not intended to include salary vouchers submitted to cover temporary employment under letter of authorization. These need not be submitted in duplicate, and should be

handled in the same way as Form 5 vouchers submitted under letters of authorization, requiring examination and initialing by the project before approval by the Acting Chief of Bureau.

5. INFORMATION CIRCULAR TO BE SIGNED BY CHIEF OF BUREAU.

As the development of the Information Circular has proceeded, it has become evident that it can be utilized advantageously at times to circulate items that are a combination of information and statements of policy. For this reason, future numbers will be signed by the Chief of the Bureau. This change will become effective with Information Circular No. 9, since No. 8 already has been prepared.

6. SPLITTING ACCOUNTS.

In some of our joint branch offices there appears to be too great a tendency to split joint accounts. One of the purposes of joint expense accounts is to take care of expenses which are incurred by one project in paying for services or material used jointly. The splitting up of accounts necessitates referring vouchers to the several project offices in Washington which are interested, increases the work of auditing and handling the vouchers and otherwise tends to delay prompt action. Wherever possible, vouchers should be paid from the funds of one project and the matter of expense chargeable to other projects adjusted on the joint expense account Form BM-43.

7. ITINERARY REPORTS WITH REIMBURSEMENT ACCOUNTS.

It has been noted that a considerable proportion of reimbursement accounts for travel have been submitted without including the required itinerary report on Form No. 1. It is a common practice to submit these reports with the reimbursement voucher, and this practice is acceptable, although it is preferred that they be submitted weekly when in continuous travel status, or at the end of each short trip. It usually is impossible to give reimbursement accounts any intelligent administrative examination if the itinerary report is lacking. If not previously submitted, it should be attached to the reimbursement voucher to avoid the possibility of delaying the approval and payment of the account.

D. W. Bailey

Administrative Assistant
In Charge of Operation.

U. S. DEPARTMENT OF AGRICULTURE
Bureau of Markets

Date _____

City and State _____

Name of building _____

Street number and street _____

Single project branch, or joint office? _____

Projects represented: _____

(a) Approximate distance from office to the following points:

		Miles
I.	Cotton trade center	
II.	Dairy products trade center	
III.	Fruit and vegetable trade center	
IV.	Grain trade center	
V.	Meat trade center	
VI.	Other branches of the Bureau of Markets	
VII.	Public retail markets	
VIII.	Railroad yards	
IX.	Stock yards	

(b) Location of offices and character of building:

Floor of building _____ Number of floors in building _____
Width of street on which offices face _____ feet.
Approximate height of buildings opposite _____ feet _____ floors.
Total space occupied by offices _____ square feet.
Total office space on same floor of building _____ square feet.

(c) Character of section of city:

Kind of streets: Noisy? _____ Dirty? _____ Smooth? _____
Quiet? _____ Clean? _____ Rough? _____

Accessibility: _____

Street car facilities: _____

(d) Assignment of rooms: Give in space below list of rooms with information requested and, if possible, also prepare a chart or diagram of space occupied, with designation of rooms on chart by letters or numbers and give corresponding designation below. In joint offices the "use of room" should show which project or whether joint use.

Room designation	Size (feet)	Area sq. ft.	Number of employees	Class of employees	Use of room

(e) Artificial lighting and power:

Is electricity used for lighting?_____ For power?_____
Current direct or alternating?_____ Voltage?_____
If alternating, number of cycles and phase?_____
Is gas used for lighting?_____ For laboratory work?____
Who pays for electricity?_____
Who pays for gas?_____

(f) Natural light: Poor - - - Medium - - - Good
Direction from:_____

(g) Running water?_____ Hot?_____ Cold?_____ Location?_____

(h) Toilet facilities: Men: Which floor?_____ Distance?_____
Women: Which floor?_____ Distance?_____

Remarks:_____

Reported by_____

Title_____

Form BO-7

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
Branch of Operation
Washington, D. C.

INFORMATION CIRCULAR NO. 8

November 23, 1918.

Branch Office Accounts.

Several branch offices have asked that a sample set of accounts be made out to illustrate the uses of BM Form 43. Such a set is attached hereto. The set is made up to cover, for the first month or more, the accounts of a joint office containing three projects, two being news service projects. Since the record-of-cost account for each project branch is kept in the same way, regardless of whether it is in a joint office or whether it operates alone, the attached sample record-of-cost account for any one of the three projects may be taken as a guide for keeping the record of cost of any project branch.

The following sample accounts are included:

1. Three project record-of-cost accounts. Such an account must be kept by each permanent project branch of the Bureau, regardless of whether or not it is in a joint office.

2. One summary, record-of-cost account for the joint office containing the three projects. Such an account must be kept for each joint office, containing two or more project branches.

3. Five supplemental authorization accounts. Such an account should be kept of each letter of authorization issued to anyone stationed at a branch office, the expenses under which are incurred in connection with the work of that office. The entire amounts of these letters are to be entered as credits on the project record-of-cost account when the authorization is issued, and the vouchers, transportation requests, etc., issued thereunder should be credited on the supplemental authorization account.

4. Three accounts, one for each project, with the joint expense pool. The sole purpose for which these are to be kept is to determine the equitable distribution of joint costs. The operating committee can have before it, on these accounts, at all times, the current debit or credit (generally credit) balance of each project, and, with due regard for the general volume of business done by each project with the joint expense pool, it generally can assess pending

items of joint expense against any project having a debit balance or against the one having the smallest credit balance.

The attached set of hypothetical accounts covers the operation of an imaginary joint office located in Denver, consisting of branches of three divisions as follows:

Market Surveys, Methods and Costs, and Market News Service on Fruits and Vegetables. These two projects are included in one division of the Bureau, for which the common short name is Market Surveys. This division is therefore designated "Market Surveys" on the attached sample accounts.

Marketing Live Stock, Meats and Animal By-products, and Market News Service on Live Stock and Meats. On the attached sample accounts this division is referred to under the title "Live Stock and Meats."

The work of the branch offices of Federal Grain Supervision is not combined with the work of any other project.

RECORD OF COST ACCOUNT OF MARKET SURVEYS, DENVER.

Fiscal Year Ending June 30, 1919.

Date Entered		Payee	Items	Debits	Credits	Total Net Credits
1918						
July	1	W. H. Smith	Salary, 7/1/18 - 6/30/19		2000.00	
	1	J. H. Selby	Salary, 7/1/18 - 6/30/19		1620.00	
	1	M. C. Wagner	Salary, 7/1/18 - 6/30/19		1440.00	
	1	A. T. Ogden	Salary, 7/1/18 - 6/30/19		1200.00	
	1	H. J. Brewer	Salary, 7/1/18 - 2/28/19		400.00	
	1	Fred McKee	Salary, 3/1/19 - 6/30/19		533.34	
	1	Mabel Donohoe	Salary, 7/1/18 - 6/30/19		1000.00	
	1	W. H. Smith	L. A. 276-M		1400.00	
	1	Davis Realty Co.	Rent, 3/1/19 - 6/30/19		833.34	
	7	J. H. Selby	L. A. No. 723-M		75.00	
	11	Washington office	Req. 1-W Stationery		9.83	
	16	Washington office	Req. 2-W Ink-stand		3.25	
	20	Washington office	Req. 4-W Carbon paper		3.41	
	31	Totals to date		00000.00	10518.17	10518.17
Aug.	6	Washington office	Req. 7-W Stencil paper		24.50	
	14	H. J. Brewer	Resigned 8/15/18	325.00		
	16	Washington office	Req. 10-W Mimeo paper		258.70	
	19	Washington office	Req. 11-W Stationery		18.42	
	23	Harry McCoy	Salary 9/1/18 - 2/28/19		300.00	
	31	Totals to date		325.00	11119.79	10794.79
Sept.	4	Washington office	Req. 12-W Stationery		30.76	
	14	Washington office	Req. 14-W Pencils		1.50	
	25	J. H. Selby	L. A. 723 closed	.90		
	28	Washington office	Freight on mimeo paper		8.10	
	30	Carried forward		325.90	11160.15	10834.25

ACCOUNT OF L. A. No. 276-M (W. H. SMITH)

Fiscal Year Ending June 30, 1919

Date Entered		Payee	Items	Debits	Credits	Balance
1918						
July	1		Original Amount	1400.00		1400.00
	3	G. A. Padgett	Req. 2-F Cheesecloth		1.35	
	6	Addressograph Co.	Req. 7-F Plates		4.45	
	9	Rollins & Hughes	Req. 9-F Repairs		6.85	
	13	Amer. Multigraph Co.	Req. 12-F Job		24.00	
	16	Harry Belmont	Req. 14-F Job		7.50	
	31	Totals to date and Balance		1400.00	44.15	1355.85
Aug.	3	Rollins & Hughes	Garage & Gasoline		21.87	
	5	Denver Telephone Co.	Telephone Service (July)		16.50	
	5	Thelma Higgins	Services 7-8--7/31/18		42.00	
	6	City Electric Co.	July current		3.30	
	7	Lilly Laundry	Towel service, July		6.00	
	7	Amer. Dist. Telegraph Co.	Messenger service, July		10.25	
	8	American Ice Co.	July ice		6.00	
	8	W. H. Smith	Reimbursement (July)		30.80	

ACCOUNT OF L. A. No. 723-M (J. H. SELBY)

Fiscal Year Ending June 30, 1919

Date Entered		Payee	Items	Debits	Credits	Balance
1918						
July	27		Original amount	75.00		75.00
Aug.	3	D. & R.G. Railroad	T. R. #A687431		15.60	
	3	Pullman Co.	T. R. #A687432		3.50	
	12	D. & R. G. Railroad	T. R. #A687433		15.60	
	12	Pullman Co.	T. R. #A687434		3.50	
	19		Reimbursement acct.		35.90	
Sept.	25		Balance cancelled		.90	
				75.00	75.00	00000.00

JOINT EXPENSE ACCOUNT OF MARKET SURVEYS, DENVER

Fiscal Year Ending June 30, 1919.

Date Entered		Payee	Items	Debits	Credits	Balance
1918						
July	1	Inventory of supplies turned into joint stock			919.70	
	1	Fred McKee	Salary (1/3)	533.34	533.34	
	1	H. J. Brewer	Salary (2/3)	400.00	400.00	
	1	Marie Thompson	1/2 time	500.00		
	1	Mabel Donohoe	Salary (1/2)	500.00	1000.00	
	1	J. E. Doran	1/2 time	300.00		
	1	Tillie Magill	1/3 time	80.00		
	1	Davis Realty Co.	Rent	910.00	833.34	
	1	Lillian Osborne	1/3 time	300.00		
	3	G. A. Padgett	Req. 2-F Cheesecloth($\frac{1}{2}$)	.68	1.35	
	5	Western Drug Co.	Req. 4-F Wood Alcohol($\frac{1}{2}$)	.75		
	8	Addressograph Co.	Req. 8-F Job ($\frac{1}{2}$)	.45		
	11	Washington office	Req. 1-W Stationery		9.83	
	13	Amer. Multigraph Sales Co.	Req. 12-F Job ($\frac{1}{2}$)	12.00	24.00	
	20	Washington office	Req. 4-W Carbon paper		3.41	
	31	Totals and balance to date		3537.22	3724.97	187.75
Aug.	5	Denver Telephone Co.	Telephone service (1/3)	5.50	16.50	
	5	Thelma Higgins	Services (1/2)	21.00	42.00	
	6	Washington office	Req. 7-W Stencil paper		24.50	
	6	City Electric Co.	July current (1/3)	1.10	3.30	
	7	Lilly Laundry Co.	July towel service (1/3)	2.00	6.00	
	8	American Ice Co.	July ice (1/3)	2.00	6.00	
	14	H. J. Brewer	Resigned (8/15/18	325.00	325.00	
	16	Washington office	Req. 10-W Mimeo paper		258.70	
	19	Washington office	Req. 11-W Stationery		18.42	
	23	Harry McCoy	Salary	300.00	300.00	

RECORD OF COST ACCOUNT OF FEDERAL GRAIN SUPERVISION, DENVER

Fiscal Year Ending June 30, 1919

Date Entered		Payee	Items	Debits	Credits	Total Net Credits
1918						
July	1	T. R. Frye	Salary 7/1/18 - 6/30/19		2100.00	
	1	L. B. Perkins	Salary 7/1/18 - 6/30/19		1800.00	
	1	J. W. Ruppert	Salary 7/1/18 - 6/30/19		1620.00	
	1	F. C. Starr	Salary 7/1/18 - 6/30/19		1440.00	
	1	Ella B. Ware	Salary 7/1/18 - 6/30/19		1200.00	
	1	Lillian Osborne	Salary 7/1/18 - 6/30/19		900.00	
	1	Fred McKee	Salary 7/1/18 - 10/31/18		533.33	
	1	H. J. Brewer	Salary 3/1/19 - 6/30/19		200.00	
	1	Davis Realty Co.	Rent 11/1/18 - 2/28/19		833.33	
	1	T. R. Frye	L. A. 394-M		1500.00	
	16	J. W. Ruppert	Drafted 7/15/18	1552.50		
	24	Washington office	Req. 5-W Lab. Supplies		42.50	
	31	Totals to date		1552.50	12169.16	10616.66
Aug.	9	Washington office	Req. 8-W Stationery		17.60	
	14	H. J. Brewer	Resigned 8/15/18	200.00		
	23	Harry McCoy	Salary 3/1/19 - 6/30/19		200.00	
	31	Totals to date		1752.50	12386.76	10634.26
Sept.	18	T. R. Frye	L. A. 689-M		175.00	
	24	Washington office	Req. 15-W Supplies		8.80	
	30	Totals to date		1752.50	12570.56	10818.06

ACCOUNT OF L. A. No. 394-M (T. R. FRYE)

Fiscal Year Ending June 30, 1919

Date Entered		Payee	Items	Debits	Credits	Balance
1918						
July	1		Original amount	1500.00		1500.00
	2	Underwood Co.	Req. 1-F Repairs		6.50	
	6	Thompson & Slater	Req. 6-F Supplies		5.90	
	9	Belfast Studio	Req. 10-F Photographs		3.00	
	10	G. H. Stratton	Req. 11-F Engine Oil		3.10	
	17	Rollins & Hughes	Req. 15-F Job		2.00	
	18	L. P. Naylor	Req. 16-F Polarine Oil		2.40	
	20	R. D. Hanson	Req. 17-F Job		39.55	
	31	Denver Gas Co.	Gas, July bill		4.40	
	31	Totals to date and balance		1500.00	66.85	1433.15
Aug.	5	Rollins & Hughes	Garage & gasoline		16.45	
	7	T. R. Frye	Reimbursement (July)		27.65	

JOINT EXPENSE ACCOUNT OF GRAIN SUPERVISION

Fiscal Year Ending June 30, 1919

Date Entered		Payee	Items	Debits	Credits	Balance
1918						
July	1	Inventory of supplies turned into joint stock			48.30	
	1	Fred McKee	Salary (1/3)	533.33	533.33	
	1	H. J. Brewer	Salary (1/3)	200.00	200.00	
	1	Davis Realty Co.	Rent	910.00	833.33	
	1	Lillian Osborne	Salary (1/3)	300.00	900.00	
	1	Tillie Magill	Salary (1/3)	80.00		
	6	Thompson & Slater	Req. 6-F Supplies		5.90	
	31	Totals and balance to date		2023.33	2520.86	497.53
Aug.	5	Denver Telephone Co.	July service (1/3)	5.50		
	6	City Electric Co.	July current (1/3)	1.10		
	7	Lilly Laundry Co.	July towel service (1/3)	2.00		
	8	American Ice Co.	July ice (1/3)	2.00		
	9	Washington office	Req. 8-W Stationery		17.60	

RECORD OF COST ACCOUNT OF LIVE STOCK AND MEATS, DENVER

Fiscal Year Ending June 30, 1919

Date Entered		Payee	Items	Debits	Credits	Total Net Credits
1918						
July	1	Henry Orth	Salary 7/1/18 - 6/30/19		2250.00	
	1	A. B. Linger	Salary 7/1/18 - 6/30/19		1800.00	
	1	C. O. Jackson	Salary 7/1/18 - 6/30/19		1620.00	
	1	Fred McKee	Salary 11/1/18 - 2/28/19		533.33	
	1	H. S. Milstead	Salary 7/1/18 - 6/30/19		1200.00	
	1	J. E. Doran	Salary 7/1/18 - 6/30/19		600.00	
	1	Marie Thompson	Salary 7/1/18 - 6/30/19		1000.00	
	1	R. L. Chandler	Salary 7/1/18 - 6/30/19		540.00	
	1	Tillie Magill	Salary 7/1/18 - 6/30/19		240.00	
	1	Henry Orth	L. A. No. 317-M		1500.00	
	1	Davis Realty Co.	Rent 7/1/18 - 10/31/18		833.33	
	18	Washington office	Req. 3-W Electric fan		20.95	
	25	Washington office	Req. 6-W Stationery		11.40	
	31	Totals to date		00000.00	12149.01	12149.01
Aug.	1	C. O. Jackson	Transferred 8/18/18	1485.00		
	1	M. R. Dixon	Salary 8/1/18-6/30/19		1320.00	
	13	Washington office	Req. 9-W folders		3.12	
	17	A. B. Linger	L. A. No. 1178-M		45.00	
	31	Totals to date		1485.00	13517.13	12032.13
Sept.	5	Washington office	Req. 13-W Mimeo ink		10.50	
	14	Tillie Magill	Resigned 9/15/18	190.00		
	16	Mary O'Brien	Salary 9/16/18 - 6/30/19		190.00	
	24	Washington office	Req. 16-W Misc. supplies		80.70	
	30	Carried forward		1675.00	13798.33	12123.33

ACCOUNT OF L. A. No. 317-M (HENRY ORTH)

Fiscal Year Ending June 30, 1919

Date Entered	Payee	Items	Debits	Credits	Balance
1918					
July 1		Original amount	1500.00		1500.00
5	City Electric Co.	Req. 3-F Electric lamps		3.30	
5	Western Drug Co.	Req. 4-F Wood Alcohol		1.50	
8	Addressograph Co.	Req. 8-F Job		.90	
15	Office Supply Co.	Req. 13-F L. L. Binder		5.20	
19	Carter Transfer Co.	Req. 17-F Cartage		2.00	
23	Office Supply Co.	Req. 19-F 1 qt. Ink		1.00	
31	Totals to date and balance		1500.00	13.90	1486.10
Aug. 3	Henry Orth	Reimbursement (July)		19.30	

ACCOUNT OF L. A. NO. 1178-M (A. B. LINGER)

Fiscal Year Ending June 30, 1919

Date Entered	Payee	Items	Debits	Credits	Balance
1918					
Aug. 27		Original amount	45.00		45.00
29	D. & R. G. R.R.	T. R. #A712361		6.30	
29	Pullman Co.	T. R. #A712362		.95	
Sept. 4	D. & R. G. R.R.	T. R. #A712363		6.30	
4	Pullman Co.	T. R. #A712364		.95	
6	A. B. Linger	Reimbursement acct.		24.70	
9		Disallowance	.20		
		Balance cancelled		6.00	
			45.20	45.20	00000.00

JOINT EXPENSE ACCOUNT OF LIVE STOCK AND MEATS

Fiscal Year Ending June 30, 1919

Date Entered		Payee	Items	Debits	Credits	Balance
1918						
July	1	Inventory of supplies turned into joint stock			116.00	
	1	Fred McKee	Salary (1/3 time)	533.33	533.33	
	1	J. E. Doran	Salary (½ time)	300.00	600.00	
	1	Mabel Donohoe	½ time	500.00		
	1	Marie Thompson	Salary (½ time)	500.00	1000.00	
	1	Tillie Magill	Salary (1/3 time)	80.00	240.00	
	1	Davis Realty Co.	Rent	680.00	833.33	
	1	Lillian Osborne	1/3 time	300.00		
	3	G. A. Padgett	Req. 2-F Cheesecloth	.67		
	5	Western Drug Co.	Req. 4-F Wood Alcohol	.75	1.50	
	8	Addressograph Co.	Req. 8-F Job (½)	.45	.90	
	13	Amer. Multigraph Sales Co.	Req. 12-F Job (½)	12.00		
	23	Office Supply Co.	Req. 18-F 1 qt. ink		1.00	
	25	Washington office	Req. 6-W Stationery		11.40	
	31	Totals and balance to date		2907.20	3337.46	430.26
Aug.	5	Denver Telephone Co.	July service (1/3)	5.50		
	5	Thelma Higgins	Services (½)	21.00		
	6	City Electric Co.	July current (1/3)	1.10		
	7	Lilly Laundry Co.	July towel service (1/3)	2.00		
	7	Joint stock	Stationery	3.17		
	8	American Ice Co.	July ice (1/3)	2.00		
	13	Washington office	Req. 9-W folders		3.12	

SUMMARY ACCOUNT OF DENVER JOINT OFFICE

Fiscal Year Ending June 30, 1919

Date Entered	Payee	Items	Debits	Credits	Total Net Credits
1918					
July 31	Market Surveys	Totals to date		10518.17	
31	Grain Supervision	Totals to date	1552.50	12169.16	
31	Live Stock and Meats	Totals to date		12149.01	
31	Grand totals to date		1552.50	34836.34	33283.84
Aug. 31	Market Surveys	Totals to date	325.00	11119.79	
31	Grain Supervision	Totals to date	1752.50	12386.76	
31	Live Stock and Meats	Totals to date	1485.00	13517.13	
31	Grand totals to date		3562.50	37023.68	33461.18
Sept. 30	Market Surveys	Totals to date	325.90	11160.15	
30	Grain Supervision	Totals to date	1752.50	12570.56	
30	Live Stock and Meats	Totals to date	1675.00	13798.33	
30	Grand totals to date		3753.40	37529.04	33775.64
Oct. 31	Market Surveys	Totals to date	325.90	11193.55	
31	Grain Supervision	Totals to date	1752.50	12597.06	
31	Live Stock and Meats	Totals to date	1675.00	13846.45	
31	Grand totals to date		3753.40	37637.06	33983.66
Nov. 30	Market Surveys	Totals to date	325.90	11268.55	
30	Grain Supervision	Totals to date	1752.50	12788.06	
30	Live Stock and Meats	Totals to date	1675.00	14053.53	
30	Grand totals to date		3753.40	38110.14	34356.74
Dec. 31	Market Surveys	Totals to date	325.90	11280.15	
31	Grain Supervision	Totals to date	1752.50	12795.46	
31	Live Stock and Meats	Totals to date	1675.00	14544.23	
31	Grand totals carried forward		3753.40	38619.84	34866.44

It is believed that, with the following explanations, these accounts may be clearly understood.

The first four items of the record-of-cost account for Market Surveys are credits for salary liabilities for the entire fiscal year for employees who serve this division exclusively.

The fifth item is for the salary of a messenger boy for the first eight months of the fiscal year. This boy's services are shared with Grain Supervision. It is estimated that he does about twice as much work for Market Surveys as for Grain Supervision, Market Surveys therefore paying two-thirds of his salary. It will be noted upon the record-of-cost account of Federal Grain Supervision that a credit item of $200.00 is entered as a liability for his salary for the last third of the fiscal year. Corresponding debit and credit entries also are made upon the joint expense accounts of both projects, crediting that of Market Surveys with $400.00 salary to be paid to this boy, and debiting it with $400.00 for two-thirds of his time, while making a corresponding credit and debit upon the joint expense account of Federal Grain Supervision for one-third of his time and one-third of his salary, the latter amounting to $200.00.

The sixth item upon the record-of-cost account of Market Surveys is for one-third of the salary of the joint head clerk. It will be noted that a credit item for another third of his salary is entered upon the record-of-cost account of Federal Grain Supervision, and for the remaining third upon the record-of-cost account of Live Stock and Meats. Corresponding credit entries for the salary liability and debit entries for one-third of his time are entered upon the joint expense account of each division.

The seventh item is for the salary of an operator in the machine room for the entire year. The services of this operator are shared with the other division issuing market reports, i. e., Live Stock and Meats, although the entire salary is paid by Market Surveys. It will be noticed that the joint expense account of Market Surveys contains a credit entry of $1,000 for the entire salary of this operator, and a debit entry of $500.00 for one-half of her time. The joint expense account of Live Stock and Meats shows a debit entry of $500.00 for one-half of her time, but no credit entry.

In this connection attention may be called to a similar entry on the record-of-cost account of Live Stock and Meats where the situation is exactly reversed. The seventh item on this account is a credit of $1,000 for the salary for the entire fiscal year of an operator in the machine room whose services are shared with Market Surveys. Therefore, the joint expense account of Live Stock and Meats contains an item for this employee, crediting $1000 for her salary and debiting $500 for one-half of her time.

The eighth item of the record-of-cost account of Market Surveys is an entry of the liability for the operating authorization issued to the representative in charge of this project branch. This entry is for the entire amount of money which may be expended under the authorization. The actual expenses under this authorization are covered in a supplemental account, which is attached, and which will be explained below.

The ninth item is for rent. The items for rent on this and the other accounts are arranged on the presumption that the division branches represented share the space upon an unequal basis, but that each pays one-third of the rent. The credit entries for the rent to be paid by each will be found upon the respective record-of-cost accounts. The entries for the space actually used, including an estimated assessment for the respective shares of joint space, will be found as debit items upon the various joint expense accounts.

The following item, the tenth, is a credit for the letter of authorization for a short trip, issued to an assistant.

The next three items are for requisitions drawn on the Washington office. Requisitions 1-W and 4-W are for supplies which are to be turned in to the joint stock. These items, therefore, are credited upon the joint expense account of Market Surveys. Requisition 2-W is for an inkstand for the use of this division alone, and does not appear upon the joint expense account.

The material ordered upon requisitions 7-W, 10-W, 11-W, 12-W and 14-W is to be placed in the joint stock and all these items, therefore, should be entered as credits upon the joint expense account of Market Surveys. The September items are not actually so entered since the joint expense accounts are not carried that far.

The item dated August 14, consisting of a debit of $325.00 for the salary of H. J. Brewer is caused by his resignation after serving for a month and a half. This releases $325 of the $400 liability entered as item No. 5 referred to above. The item entered August 23 is for the salary of his successor who is employed at the same rate, but who did not report for duty until September 1. A corresponding debit entry for Brewer's canceled salary liability and credit entry for his time, and credit entry for McCoy's salary liability and debit entry for his time are made upon the joint expense account of Market Surveys. The necessary entries covering the resignation of Brewer and the appointment of McCoy for the last third of the year are made upon the record-of-cost account of Federal Grain Supervision, and would be made upon the joint expense account if that were made out to the dates involved.

The debit entry of September 25 comes from the cancellation of the unexpended balance of letter of authorization No. 723. Since the entire amount of this authorization was entered upon July 7 as a liability (or a credit) against this account, the canceled balance should be entered as a debit.

The item of September 28 is for freight upon the shipment of mimeograph paper ordered on requisition 10-W entered under date of August 16. Since this mimeograph paper was turned in to the joint stock, the expense for freight is credited on the joint expense account of Market Surveys.

The account of letter of authorization No. 276-M, which is the operating authorization for the Market Surveys division, is nearly self-explanatory. Requisitions 2-F and 12-F are for supplies and repairs, respectively, for use in the machine room. Since Federal Grain Supervision is not interested in any way in the machine room, charges for expenses connected with its maintenance are divided between the other two divisions. Therefore, the accounts paid on these two requisitions are credited on the joint expense account of Market Surveys and half of each is debited on the joint expense account of Market Surveys and half on that of Live Stock and Meats.

Thelma Higgins was an operator in the machine room, employed temporarily under this authorization. The credit for the amount paid her is entered upon the joint expense account of Market Surveys, and a debit for half of this amount is entered upon that account and upon the joint expense account of Live Stock and Meats.

The items for messenger service and for reimbursement are division items only. The entries for electric current, for towel service, and for ice are joint items for services shared by the entire branch office. Credit entries, therefore, are made upon the joint expense account of Market Surveys, and a debit entry of one-third of each of the respective amounts is entered upon the joint expense account of each division.

With these explanations and with the other project accounts at hand, it is hoped that all of the details of this sample set may be understood.

D. W. Bailey

Administrative Assistant
In Charge of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR NO. 9.

December 4, 1918.

1. LEASED WIRE MESSAGES FOR LOCAL DELIVERY.

A misunderstanding seems to exist at certain branch offices as to the final form in which leased wire telegrams received for local delivery should be prepared. Messages have been delivered to outside parties in exactly the same form received at the branch offices, including that part of the message which is purely instruction to the branch office, as for instance:

SURVEYS MILWAUKEE
DELIVER FOLLOWING MESSAGE JOHN BROWN TWO HUNDRED SIX JACKSON STREET MILWAUKEE QUOTE WILL ARRIVE MILWAUKEE CONFERENCE HOTEL STRATFORD TEN OCLOCK MORNING DECEMBER FIVE BRAND CHIEF BUREAU MARKETS UNQUOTE
BRAND

When such a message has been promptly telephoned to the person addressed, as directed in instructions contained in Bureau Memoranda issued previously, it should be copied upon a "received" blank for delivery just as though addressed to Mr. Brown by the sender direct, instead of through the Bureau branch office. The message quoted above, for instance, when delivered to Mr. Brown, should show that it was sent from Washington, and upon what date sent, and should appear:

JOHN BROWN
TWO HUNDRED SIX JACKSON STREET
MILWAUKEE
WILL ARRIVE MILWAUKEE CONFERENCE HOTEL STRATFORD TEN OCLOCK MORNING DECEMBER FIVE
BRAND
CHIEF BUREAU MARKETS.

Branch offices are requested to exercise care to see that all such telegrams are sent out in proper form hereafter.

2. PAYMENT OF ACCOUNTS.

In reporting upon the settlement of vouchers, the final date is that given to this Bureau by the Disbursing Office of the Department. That date is the date of the check. It is not generally the date upon which the check is mailed. As a rule, the checks are mailed the day following the date of the check, but, in

some cases, this cannot be done until the second day following the writing of the check. Under exceptional conditions, as when a Sunday or a holiday intervenes, it may be three or even four days after the signing of the check before it actually is placed in the mails. Everything possible is done, however, in the Disbursing Office to expedite the prompt mailing of checks in the settlement of accounts.

3. REPORTING AND CANCELLING UNEXPENDED BALANCES ON LETTERS OF AUTHORIZATION.

Each officer of the Bureau to whom a letter of authorization is issued for any purpose whatever, will be responsible for keeping a detailed account of the expenditures made thereunder which shall show the balance remaining unexpended at any time. When letters of authorization are issued for single trips, or for other work which is completed before the end of the fiscal year, the Clerk in charge of Supplies and Accounts should be advised through the project leader, immediately upon the conclusion of the trip or the completion of the work and the submittal of all accounts, to cancel the unexpended balance of the authorization and place it to the credit of the fund from which it was drawn. These instructions to the Clerk in charge of Supplies and Accounts should include a statement of the amount of the balance on the letter of authorization as shown by the account kept by the officer to whom it is issued.

Beginning with March 31 of each year, each Project should report to the Chief of the Bureau, through the Clerk in Charge of Supplies and Accounts, the amount of the unexpended balance on each operating letter of authorization or other authorization of a general or continuing nature, together with an estimate of the probable amount of expenditure for the remainder of the fiscal year. This will enable the Chief of the Bureau to reduce liabilities where it is apparent that more money has been put into an authorization than will be needed, and to make a corresponding amount of funds available for other purposes.

4. MIMEOGRAPH PAPER AND INK.

In a memorandum dated August 30, received from Assistant Secretary Ousley, the Bureau was requested to place all orders for paper, printing, and mimeograph ink through the Division of Publications of the Department for the sake of the economies to be effected. Except in serious emergencies this Bureau always has made it a practice to centralize the purchase of mimeograph paper for its branch offices, but in the past this has not been done to the same extent in regard to mimeograph ink. In the future it is requested that offices operating mimeographs advise the Washington offices of their respective projects as far in advance as possible as to their needs for mimeograph ink. Under emergency conditions mimeograph ink may be purchased in the field as heretofore.

5. RESERVING PULLMAN ACCOMMODATIONS.

Attention has been called to the practice of employees upon a travel status in sending leased wire messages to branch offices, requesting that Pullman berths and seats be reserved. Ordinarily, ticket agents now refuse to make such reservations over the telephone, and it generally involves a trip to the ticket office, while even that frequently is not successful. Where it is quite necessary to reserve Pullman accommodations at some point ahead on the traveler's route, commefcial wires should be used and the message addressed directly to the ticket office.

6. RECORDS OF LEAVE KEPT IN BRANCH OFFICES.

It has just been learned that in some branch offices no record is kept of annual and sick leave, furloughs without pay, etc., of the employees of the respective branch offices. Such a record should be kept of the time of every regularly appointed employee. Card forms for this use can be secured upon request from the Branch of Operation. These forms, however, are not necessary, as any method of keeping the records would be satisfactory if it affords accurate information as to the amount of leave taken and the amount remaining, which still may be taken if approved.

7. COUNCIL OF NATIONAL DEFENSE SYSTEM.

A circular, dated October 1, 1918, of the Council of National Defense, Field Division, has been brought to the attention of the various Bureaus of the Department. The Secretary has directed that employees of the Department conform as closely as possible to the policy laid down by the President in the conduct and development of Department activities, namely, that when considering extension of Department organization in the States, or new work to be done in the States they determine carefully whether they can not utilize the State council system, thus rendering unnecessary the creation of new machinery. The Secretary's office directs that the attention of the field forces of the Department be called especially to the recommendation concerning the utilization of the county and community units of the Council of Defense system. A footnote of the Circular of the Council, above referred to, states that bulletins, information circulars, etc., outlining the work may be had upon application to the Field Division of the Council of National Defense, Washington, D. C.

8. LEAVE WHICH MAY BE ALLOWED ON SEPARATION FROM THE SERVICE.

Paragraph 46 of the Administrative Regulations is amended to read as follows, effective December 1, 1918, by order of the Secretary, in Memorandum No. 258, dated Nov. 29, 1918:

On separation from the Department by resignation, transfer, or any other termination of appointment without prejudice, employees may, in meritorious cases, be granted accrued leave at the rate of $2\frac{1}{2}$ days for each month of service since the first of the calendar year for employees in the District of Columbia and $1\frac{1}{4}$ days for employees outside of the District of Columbia, except in such field offices as enjoy equal privileges under the law with employees in the District of Columbia. As a rule more than accrued leave will not be granted at the time of such separation, but the Secretary will consider a recommendation for the waiver of his limitation when the employee concerned has been in the Executive Civil Service for three years or more, or when there are especially meritorious reasons why an exception should be made.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the Chief of Bureau concerned, according to the circumstances in each case. An employee dismissed from the service for cause may be required, in the discretion of the Secretary, to make refund from his salary for leave already taken in excess of accrued leave.

Charles H Brand

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR NO. 10.

January 15, 1919.

1. CONSERVATION OF BUREAU FUNDS.

The financial statement issued by the Clerk in Charge of Supplies and Accounts showing the condition of the various appropriations for the Bureau of Markets as of November 30, 1918, shows that under many appropriations expenditures have been made at a rate which cannot possibly be continued throughout the remainder of the fiscal year. Some projects already have incurred liabilities in excess of the amounts of their respective allotments. The necessity for immediate retrenchment, therefore, is imperative. Every officer and employe of the Bureau should take immediate and effective steps toward the conservation of the funds of the Bureau. No requests for appointments constituting the establishment of new positions will be approved except in the most unusual and urgent cases. It must be shown clearly and conclusively, to the satisfaction of the Chief of Bureau, that in each case the increase is absolutely necessary for the continuation of work already authorized.

2. REVISED ROUTING OF PAY ROLLS AND SALARY, REIMBURSEMENT, AND FORM 5 VOUCHERS.

Hereafter, single copies of all vouchers charged against letters of authorization, including salary vouchers, reimbursement vouchers, and Form 5 vouchers, should be sent to the office of the project or division leader in Washington. After being examined in that office, they will be forwarded to the Section of Supplies and Accounts for auditing. They then will be transmitted to the Administrative Assistant in Charge of Operation for approval as Acting Chief of Bureau, and returned to Supplies and Accounts for entry, and then transmitted to the Division of Accounts of the Department for payment. Letters in regard to suspensions will be transmitted by the Clerk in Charge of Supplies and Accounts to the claimant through the project or division leader.

Field pay rolls and Form 3 salary vouchers for employes serving in the field under appointment will be prepared in duplicate and mailed directly to the Clerk in Charge of Supplies and Accounts. The regular monthly pay rolls will be mailed early enough so that they will be received in the Section of Supplies and Accounts not later than the

(over)

twenty-fifth of the month that they are to cover. Form BM-25 should be mailed promptly from each branch office directly to the Section of Supplies and Accounts whenever necessary. When there is any danger of overpayments otherwise being made, the Clerk in Charge of Supplies and Accounts should be notified by telegraph of any resignations, deaths, leave without pay, or of any instance in which, for any reason, an employe is unexpectedly placed upon any status which involves any reduction in pay. In the Section of Supplies and Accounts the field pay rolls will be examined promptly, checked carefully and forwarded upon the last day of the month to the Disbursing Office of the Department for paymnet. Any corrections or changes made upon the original copy will be reproduced carefully upon the carbon copy of the pay roll, which will be retained by the Section of Supplies and Accounts for use in making the proper entries upon the financial and other records. It then will be sent to the office of the project or division operating the branch office for the information of that project or division. After having been noted and initialed in that project, it will be returned to the Section of Supplies and Accounts. The carbon copies of pay rolls from joint branch offices will be circulated among and initialed by all of the projects or divisions concerned, and then returned to the Section of Supplies and Accounts. Wherever desired, individual divisions or projects may arrange with their branch offices or with the head clerk of joint offices for a separate memorandum statement of pay rolls for their own employes, to be mailed directly to the project or division at the same time the regular pay roll and carbon are mailed to the Section of Supplies and Accounts.

In the case of the offices of Federal Grain Supervision, an exception is made to the above rules in so far as concerns pay rolls. The original and the carbon copy of pay rolls of offices of Federal Grain Supervision, when they are not included in the pay rolls of joint offices, may be sent directly to the Washington office of Federal Grain Supervision, provided they reach that office not later than the twenty-fourth day of the month which they are to cover. This exception is made with the understanding that the Washington office of Federal Grain Supervision will have both original and carbon in the Section of Supplies and Accounts upon the twenty-fifth day of the month, the latest date permissable for the pay rolls of other branch offices, and thereafter their pay rolls will be handled in accordance with the procedure outlined above.

3. PROPER PREPARATION OF FIELD PAY ROLLS AND SALARY VOUCHERS.

Wherever salary vouchers or pay rolls are prepared, a record should be kept for each employe whose name is to be included, giving the following information:

1. The name exactly as it appears in the notification of appointment.
2. The date of the notification of appointment.
3. The title or designation as it appears in the appointment.
4. The rate of pay and whether per diem, per month, or per annum.

5. It is possible that for other uses information in regard to other points might be kept in connection with this record, as for instance, the State of which the appointee is a citizen, but at least the information required above should be kept for use in the preparation of pay rolls and salary vouchers.

In filling out the pay roll, the first blank at the top should give the name of the city and the State in which the branch office is located. The next two blanks should contain, respectively, the month, day and year of the beginning of the period covered and the month, day and year of the end of the period covered. The blanks for the names of the appropriations should not be filled in until the pay roll reaches the Section of Supplies and Accounts. In the column under "Names", the first time an appointee's name appears on a pay roll, it should be exactly the same as it appeared on the appointment. After that, it is permitted that only initials be used rather than writing the Christian name in full, if this is desired.

In the column headed "Address to which check is to be mailed", the address to which the check is to be mailed should be given. This address should be definite and complete, sufficient in every way to assure prompt delivery of any letter bearing it. Wherever possible, the following information should be given: Room number, name of building, street number, and name of street. Since the names of the city and State appear at the head of the pay roll, it will not be necessary to repeat them in this column for each name.

In this connection, it is suggested that all checks be sent to the office, so that their receipt may be noted by the officer in charge or the head clerk. Telegraphic inquiries have been made in the past in regard to checks which had been received at the home addresses of employes.

"Authorization number with date". Ordinarily this column should be used for the date of the notification of appointment. It is in this column that many errors frequently are made. A very common error is to use the date upon which the appointment becomes effective, or possibly the date upon which the appointee reports for duty. What must be given is the date of the paper signed by the Appointment Clerk of the Department containing the official notification of the appointment. This date appears at the top of the paper in the same relative position as the date of an ordinary letter. When there is included upon the pay roll the name of a person employed under a letter of authorization, this column should contain the number of the letter of authorization and its date.

"Title or designation". The title contained in the notification of appointment constitutes the official title which must be used in this column. The only change which may be made is included in the use of necessary and intelligible abbreviations, as "Sc. Asst." for Scientific Assistant, etc. When the employe is to be paid under an authorization and has no official title, the title or designation assigned should be one already established or recognized in this Bureau. In this connection it may be noted that such titles as Emergency Clerk, Temporary Clerk, Special Assistant, etc., are not recognized and always necessitate a change or correction being made in the Section of

(over)

Supplies and Accounts. Such titles as Clerk, Telegraph Operator, Messenger Boy, Skilled Laborer, Unskilled Laborer, Duplicating Machine Operator, etc., should be used.

In the column for "Rate of pay", care should be exercised to get the exact rate given in the appointment; showing whether per diem, per month or per annum.

"Period of service" should show the first date in the column under "from", and the last date in the column under "to". Under "Number of days" should be given the number of days for which payment is made in the case of per diem employes, and the total number of days in the case of employes paid per month or per annum. This will be 31 days in a 31-day month. A common error is to place in this column the number 30 for a 31-day month, since in such months per month and per annum employees are paid for only 30 days. However, the total number of days, or 31, is desired in such cases.

The column under "Regular compensation" should be filled in with the amount due the employe for the period indicated at the rate of his regular basic rate of pay as shown under the "Rate of pay" column for the period of service covered.

The "Increase of compensation" column should not be filled in nor should the column under "Total amount paid". When employes are placed on rolls for less than the full period, the "Remarks" column should show reasons for deduction. The remainder of the sheet also should be left blank.

On the Form No. 3 voucher the blanks should be filled in as follows: In the blank "Bureau, Division or Office", the name "Bureau of Markets" should be inserted. The lines for the name of the appropriations or appropriation involved should be left blank. The line following the word "to" should be the name of the payee. If it is an employe serving under appointment, this name should be the same as that appearing in the official notification of his appointment, subject to the conditions and exceptions described for writing names in the name column on pay rolls. The blank following the words "in the" should contain the words, "Bureau of Markets". For services rendered under letters of authorization, the blank following the word "under" should contain the word "Authorization". In the blank following the word "dated" should appear the date of the appointment, if the service is rendered under appointment or of the authorization, if it is rendered under letter of authorization. The rule for filling the dates covering the period and the rate of pay are the same as those for pay rolls given above. The blank for increased compensation should not be filled out, nor should the total amount in the "amount" column. The voucher should be signed by the claimant with his name in the same form as it is given at the top of the voucher, and should be certified by the officer in charge.

4. SUPPLIES TO BE SECURED THROUGH GENERAL SUPPLY COMMITTEE.

An Executive Order was issued December 3, 1918, providing that the large quantities of office material, supplies and equipment in the hands of the executive departments and other establishments of the Government in the District of Columbia which will fall into disuse because of the cessation of war activities, or for other reasons, be

transferred to the Secretary of the Treasury, to be handled through the General Supply Committee for the benefit of the municipal and government service in the District of Columbia. Regulations have been drawn and a procedure established by which, before any requisition is drawn for supplies or material for use in the District of Columbia, a statement must be secured from the General Supply Committee as to whether or not any item of such an order can be filled by that committee. Transfers of funds will be made to cover material purchased in this manner.

The only change that will be necessary will be that in drawing subrequests for the purchase of equipment and supplies for the Washington office, one more copy be made on the regular green subrequest form. This copy will go to the Section of Supplies and Accounts and will allow the subrequest to be submitted immediately to the General Supply Committee for certification.

The obtaining of any supplies or equipment for use in the Washington offices in advance of the regular purchase requisition would be in direct conflict with the Executive Order referred to above. In any case where this is done, and it becomes necessary to secure the articles or supplies from the General Supply Committee instead, the person responsible for securing the material in advance of the approval of the requisition must necessarily settle therefor with the dealer from his personal funds.

5. THE NECESSITY FOR DETAILED ITINERARY REPORTS.

The attention of administrative officers of the Bureau has been called recently to the widely prevalent carelessness displayed in the preparation of itinerary reports, submitted to cover travel performed and used by auditors and administrative officers in examining and approving reimbursement accounts. These reports, when prepared in proper form, also serve many other useful purposes, as memoranda in preparing and checking up reports on results secured and for many other purposes in the divisional and general offices of the Bureau.

In many cases a statement of a very general nature is given for a single day and dittoed for a number of days following. In some extreme cases only dates of reaching a city and departing from it or the dates beginning and ending a certain period are given at all, there being left to cover the intervening period only the inference that the employe was engaged in duties similar to those performed upon the last preceding date which is given. In some cases it even has been necessary to make large suspensions from reimbursement accounts because no report whatever was given for considerable periods.

It is desired that each day be reported separately and in sufficient detail to show during what hours the employe was engaged upon official business and the nature of the business.

6. BRANCH OFFICE DIRECTORY.

Information Circular No. 6, which is a Directory of the Bureau of Markets, should be brought up to date by making changes as indicated below.

(over)

Page 4.

Line 7, In Charge, James W. Bedford, vice Joseph R. McCleskey.

Page 5.

Immediately after the project, "Market News Service on Fruits and Vegetables", insert the following:

City Marketing and Distribution
In Charge, W. E. Harrison
411 Custom House
Telephone, St. Paul 4220, Branch 25
Registered telegraphic address, Surveys Bureau Markets.

Line 2, under Boston, Massachusetts, strike out J. C. Gilbert and write the name, A. P. Colburn.

Under Operating Committee, A. P. Colburn and J. H. Peters should show as Chairman and Vice Chairman, respectively, in place of J. C. Gilbert and A. P. Colburn.

Page 6.

Line 7, R. A. Ely in place of J. C. Gilbert.
Line 17, J. H. Peters in place of W. C. Phillips.
Line 18, 408 in place of 407
Line 19, 3240 in place of 689.

Page 7.

Lines 3 and 6, strike out D. J. Flanagan.

Page 8.

All addresses in the City Hall Square Building should be changed to read "505-516."

Under City Committee, strike out the name of the chairman, H. P. Henry.

Under Joint Office No. 1, Operating Committee, insert the names of W. H. Grell and R. C. Butner in place of H. P. Henry and W. H. Grell, respectively.

Under Inspection of Perishable Foods, strike out the name of H. P. Henry; also make registered telegraphic address read: "Inspection Bureau Markets."

Under City Marketing and Distribution, make registered telegraphic address read: "Surveys Bureau Markets."

Under Market News Service on Dairy Products, make registered telegraphic address read: "Dairy Bureau Markets."

Under Joint Office No. 2, also under Market News Service on Live Stock and Meats, change telephone number to read "Boulevard 8441" in place of Drover 6656.

Page 10.

Under Motor Transportation, Mr. Watjen's initials should read H. W. instead of W. J.

Page 12.

Under DETROIT, MICHIGAN, City Committee, strike out John H. Frazier as Vice Chairman and write the name Ralph W. Taylor. The Clerk of the City Committee is Miss Ruth Durfee, 314-316 Hammond Building, in place of Alger M. Clark.

Page 14.

The telephone number at Greeley, Colorado, is "Greeley 302."

Page 16.

Jacksonville, Florida, under Inspection of Perishable Foods, write the name D. W. Hadsell in place of C. W. Chewning and change the address to read 907-911 in place of 909.

Under Kansas City, Missouri, Grain Standardization, the telephone number is Main 4157.

Page 17.

Lawrence, Massachusetts. The City Marketing and Distribution branch office is closed for the winter.

Page 20.

Mr. W. O. Whitcomb is in charge of the Seed Reporting Service at Minneapolis.

Page 22.

City Committee: Chairman, A. Dexter Gail, Jr.
Clerk, P. L. Gray, 400 Fruit Trade Building.

Under Operating Committee, and Market News Service on Live Stock and Meats, strike out the name of John P. Mead.

Under Inspection of Perishable Foods, the registered telegraphic address is: "Inspection Bureau Markets."

Under Market News Service on Dairy Products, the registered telegraphic address is "Dairy Bureau Markets."

Under Federal Grain Supervision, the registered telegraphic address is: "Grain Supervision Bureau Markets."

Page 24a.

The Vice Chairman of the City Committee is J. K. Wallace and the Clerk is Miss Mary E. Rieger, 308 Bourse Building.

The Vice Chairman of the Operating Committee is J. K. Wallace and the Head Clerk is Miss Mary E. Rieger.

Under Motor Transportation, the name of Robert H. Black should appear vice William M. Orr.

(over)

Page 26.

The Head Clerk of the Joint Office is Miss Gladys Durst, 310 Worcester Building.

The Grain and Hay Reporting Service project office at Portland, Oregon, has been abolished.

Page 28.

Salt Lake City, Joint Office is at 426 Ness Building.
The officers of the Operating Committee are as follows:
Chairman, H. E. Waterbury.
Vice Chairman, C. M. Piplin
Head Clerk, Miss Vera White, 423 Ness Building.

Page 29.

Under Joint Office No. 2, make a record of the establishment of the following project office:

Grain and Hay Reporting Service
In Charge, William G. Farrell
607 Balboa Building
Telephone,
Registered telegraphic address, "Grain Agriculture."

Page 30.

Spokane, Washington, under Seed Reporting Service, write 514 in place of 511.

Page 32.

Yakima, Washington, F. W. Allen in Charge vice W. G. Quick
Telephone 643
Registered telegraphic address, "Bureau Markets".

Arkansas.

Add Miss Velda F. Dugan,
Collaborating Clerk,
Old State House,
Little Rock, Arkansas.

Page 33.

Iowa.

Add Carl McC. Beem,
Agent in Marketing Work,
Iowa State College of Agriculture,
Ames, Iowa.

Massachusetts.

Change the address of Robert W. Merrick to Box 313, Quincy, Massachusetts.

Joseph M. McEvoy should be shown as:
Field Agent in City Marketing,
Worcester County Farm Bureau,
Worcester, Massachusetts.

Page 34.

Ohio.
Add William F. Rofkar,
Agent in Marketing Work,
Capitol,
Columbus, Ohio.

7. WHAT CONSTITUTES OFFICIAL LEASED WIRE BUSINESS.

Considerable uncertainty has been evidenced by some of our branch offices regarding the kind of messages outside our regular routine which may properly be transmitted over the leased wires. It may be considered as an inflexible rule that the leased wires should be used only for the transmission of official messages, the charges for which would have to be paid by the Bureau of Markets if sent over commercial wires. In other words, no messages should be accepted for transmission which could not properly be sent Government collect over the commercial wires. All messages from individuals, firms, etc., the purpose of which is the furtherance of the interests of the senders and not the Government should be sent over commercial wires, even though these firms are doing business with the Department. Conversely, messages which are plainly to the interest of the Government and not to the interest of the individual or firm may be considered as official and so accepted and transmitted.

In general, any message submitted for transmission by people not employed by the Bureau should be scrutinized very carefully before being sent.

8. DISTRIBUTION OF THE OFFICIAL BULLETIN.

This Bureau has received a request to reduce as much as possible the number of copies of the Official Bulletin distributed to its various branches and divisions. To this end it has been requested that only one copy of the Official Bulletin be sent to each branch office, regardless of its size, the number of its employes or the number of divisions of the Bureau represented.

9. CIPHER FOR TELEGRAPHIC ITINERARY REPORTS.

It does not appear that the cipher for telegrams regarding itineraries prescribed in Bureau Memorandum No. 60, dated April 3, 1916, is being used to any extent by officers and employes of this Bureau when in travel status. This cipher should be used so far as possible for telegrams relating to itineraries, regardless of whether the message is sent over leased or commercial wires.

(over)

10. IMPROVED CONDITIONS IN AUDITING ACCOUNTS.

Beginning upon October 11, weekly reports have been made by the Section of Supplies and Accounts of the number of vouchers of various classes on hand. This shows a slow but consistent improvement in conditions. With the return to the Bureau from the military service of an experienced auditor, which is expected at an early date, it is believed that this improvement can be continued at an even more rapid rate. The figures shown by these reports are as follows:

Date 1918.	Salary Vouchers	Transportation Vouchers.	Purchase Vouchers. Letters of Auth.	Purchase Vouchers. Requisitions.	Reimbursement Accounts.
Oct. 11	19	196	--	--	302
Oct. 18	48	130	766	162	313
Oct. 25	16	135	505	95	360
Nov. 1	6	222	504	186	240
Nov. 8	6	305	208	152	231
Nov. 15	7	155	152	79	261
Nov. 22	6	51	187	70	247
Nov. 29	4	103	242	167	223
Dec. 6	12	97	105	151	201
Dec. 13	9	81	22	62	161
Dec. 20	8	153	141	16	135
Dec. 27	6	139	56	124	100
Jan. 3	6	209	50	109	54

11. VOUCHERS FOR TELEPHONE AND TELEGRAPH SERVICE.

In submitting vouchers including charges for toll or long distance telephone calls, it is required that the particular service be specified. To specify merely that a charge is for toll service or for long distance calls, is not sufficient.

The practice of including charges for telegraph messages in telephone vouchers should be discontinued. It is difficult to secure the advantage of Government rates when telegrams are sent originally over the telephone and the charge therefor included in the monthly statement from the Telephone Company. This necessitates suppression of the amount in excess of the Government rate which the voucher bears in, and causes delay in settlement and inconvenience to all concerned. Copies of all telegrams must be submitted to support any claim for payment therefor, and considerable difficulty arises by reason of this requirement in case of telegrams sent originally over the telephone. Further, there is no assurance that the charges for the same telegrams are not included in the telegraph companies regular monthly bills to the Department, and judging from the number of duplicates which are found among these bills this seems very probable.

12. POWERS AND FUNCTIONS OF THE WOOD DIVISION OF THE WAR INDUSTRIES BOARD TRANSFERRED TO THE BUREAU OF MINES.

At the request of Mr. Bernard M. Baruch, Chairman, United States

War Industries Board, and with the approval of the Secretary of Agriculture, the powers and functions of the Wool Division of the War Industries Board, including particularly those relating to the payment by the dealers or buyers of any sums due by them to wool producers, in accordance with the Government regulations for handling the wool clip of 1918, and the disposition of such payments has been transferred to, and will hereafter be, exercised by the Bureau of Markets. This situation will continue until such time as the affairs and duties of the Wool Division have been finally completed. The personnel of the War Industries Board immediately dealing with the work has been transferred and will serve under the Chief of the Bureau of Markets until about June or July 1, when it is hoped the whole matter can be disposed of. Mr. W. A. Sherman will represent the Chief in liquidating this work and will be assisted by Mr. W. D. McKellar, who has served as Assistant Chief of the Wool Section, and by Mr. Leroy C. Floyd, Special Agent assigned by the Federal Trade Commission.

13. REPORTS OF COMMITTEE MEETINGS.

The Philadelphia joint office is sending copies of the minutes of the meetings of the Operating Committee to the Administrative Assistant in Charge of Operation. These reports have been very helpful in maintaining contacts between the Philadelphia office and the Washington offices of the various divisions represented in Philadelphia and of the Branch of Operation. It is suggested that hereafter this plan be followed by all City Committees and Operating Committees.

14. PREPARATION OF STENCILS.

Market Surveys Project Letter, Vol. III, No. 93, dated December 30, 1918, contains the following item:

> "Mr. Gail, of the New York office, has written us concerning an experiment in stencil cutting which has been tried successfully in that office and which may be worthy of trial in other stations. His statement is as follows:
>
> > 'Mr. Benjamin Levy of this office has offered a suggestion which we have followed out and which we find works very satisfactorily.
> >
> > 'In cutting the Weekly News Review direct from the leased wire, Mr. Levy noted that the first stencil never produced as good mimeographed copies as the second. This led him to believe that there was an advantage in having the stencils absorb more moisture than comes from one wetting directly previous to their insertion into the typewriter.
> >
> > 'We have tried giving our stencils a preliminary wetting, preceding their actual cutting by about an hour, and then wetting them again just previous to their being cut. In both operations we use a mixture of soap and water for moistening.
> >
> > 'The results of our experiment lead us to believe that this double moistening produces much clearer work, which of course, is desirable.'"

(over)

When this paragraph was called to the attention of Mr. H. E. Burton, in charge of the Addressing and Duplicating Section, he made the following comment: "For some time the same idea has been followed in this section, using dermax instead of soapy water."

15. ASSIGNMENT OF BRIEF CASES.

The records of the Bureau show that 164 brief cases have been issued to various officers and employes of the Bureau, and that in addition 7 have been ordered for others. With the exception of project leaders, it is directed that each person at present having one of these brief cases in his charge return it at once to the Clerk in Charge of Supplies and Accounts, to be held in stock in that section and issued for use as needed, or that he prepare a statement explaining the necessity for retaining it indefinitely. When such a statement is approved and the brief case is retained by the individual, it will be transferred to, and charged against, the inventory of the division with which he is connected. The cases retained by project leaders also will be charged against the division inventory. With the exception of those used by project leaders, such brief cases should, so far as possible, be kept in stock by the divisions and issued for use only as needed. Hereafter a special memorandum must be submitted with each request for a requisition for a brief case, giving a clear and convincing statement of the need for the purchase.

A dislike of returning brief cases to the Section of Supplies and Accounts between field trips will not be regarded as sufficient justification for the retaining of these cases by individuals indefinitely

Charles M. Brand

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR NO. 11.

January 20, 1919.

1. CHIEF OF BUREAU ABSENT ON WESTERN TRIP.

The Chief of Bureau left Washington on the evening of January 18 in company with the Secretary, for the purpose of attending the annual convention of the American National Live Stock Association at Denver. At this convention he will discuss the investigational, service and regulatory work of the Bureau of Markets relating to live stock, meats, and kindred products. He will visit Madison, Wisconsin, on his return for the purpose of conferring with members of the Wisconsin legislature regarding marketing problems in that State, and legislation which they have under consideration regarding marketing. During his absence of about 10 days, letters usually prepared for the signature of the Chief of Bureau should be prepared for the signature of the Acting Chief.

2. BUREAU MEMORANDUM NO. 162.

Branch offices are hereby advised that as the instructions contained in Bureau Memorandum No. 162, entitled "Use of Emergency Stenographers", do not pertain to the work of these offices, they will not receive a copy of same. This for the information of branch offices in case they wish to make the proper notation in their Bureau Memorandum file.

3. RESERVING PULLMAN ACCOMMODATIONS.

Item 5 in Information Circular No. 9, dated December 4, 1918, directed that reservations of Pullman accommodations at points other than the city in which the traveler is located, should be made by addressing the agent direct, using the commercial wire where telegrams are necessary. In this connection attention should be called to the ruling in the Fiscal Regulations of the Department that such telegrams are not regarded as official and that charges must be paid from the personal funds of the sender.

4. TELEGRAPH OPERATORS UNDER APPOINTMENT.

Hereafter, the Superintendent of Telegraph will draft all subrequests for the appointment of telegraph operators, and will handle all details relating to salaries and leave for operators serving under appointment. Matters concerning the employment of operators under letters of authorization should be handled by the respective projects or divisions from the funds of which the operators are paid.

5. BRANCH OFFICE DATA.

The attention of all branch offices is called to Information Circular No. 7, Item 1. The data called for therein have not been received from a number of branch offices. If your office is one of the delinquents in this respect, please forward the information at once in order that our records may be brought up to date without further delay.

Care should be taken to see that plans, diagrams, charts, or drawings accompany the reports. All questions should be answered, or an explanation made in cases where it is not done.

6. LEAVE OF ABSENCE OF EMPLOYES SERVING UNDER APPOINTMENTS READING "UNTIL FURTHER ORDER" OR "PENDING CERTIFICATION."

Effective at once, leave of employes in the Bureau of Markets serving under appointments reading "until further order" or "pending certification" will be handled in accordance with a decision rendered by the Committee on Finance and Business Methods of the Department as follows:

> "Such employes must be regarded as permanent and entitled to leave under the regulations, computed from the date of appointment, not from the beginning of the third month as in the case of temporary employes."

7. TIME RECORDS OF TELEGRAPH OPERATORS.

It is the desire of this Bureau that records of attendance of all leased wire telegraph operators be kept in such a way that a statement can be furnished at any time regarding any operator, showing the hour and minute of beginning and ending each period of duty. This should show both the briefest absences from the wire and the shortest periods of service. It should be kept by such officer or employe, and in such manner, as will enable the responsible project representative in charge, or the chairman of the operating committee in a joint office, to certify to its accuracy. At the end of each month this record for each telegraph operator should be sent to the Superintendent of Telegraph.

8. MISUSE OF WORD "BULLETIN."

Attention is called to the fact that more or less confusion is sometimes caused by the practice of referring to the various market news reports issued by the Bureau of Markets as "bulletins." It is recognized that these reports may be properly termed bulletins so far as the meaning of the word "bulletins" is concerned, but the difficulties encountered are due to the fact that for many years the Department has issued two series of publications entitled "bulletins." One of these is printed under the title "Bulletin", and the other "Farmers' Bulletin." Hereafter, all employes of the Bureau of Markets are requested to refrain from using the term "bulletin" when referring to any publications of the Department other than the two series of publications mentioned in the preceding sentence.

9. USE OF SUGGESTION BOX BY BRANCH OFFICES.

The following is the substance of a letter received from Mr. A. Dexter Gail, Jr., chairman of the operating committee in the New York City joint office:

> In order to stimulate interest among the officers and employes in the various lines of work performed, and to effect closer cooperation between the members of the working force, bimonthly meetings are held at which a suggestion box is used. As its name implies, this box is provided as a receptacle to be used by employes in filing any suggestions from time to time which may occur to them. A monthly record sheet is kept which shows the number of suggestions offered by each individual and the number adopted.

Such a plan might be found helpful by many of our branch offices.

10. USE OF EMERGENCY STENOGRAPHERS.

The report of the Viseing Section for the week ending January 11 shows that a total of 2578 letters going out from the offices of the Bureau in Washington were viseed, 1413 of which were dictated by officers in buildings where the stenographic pool, or a subsection thereof, was available. Of these 1413 letters, 594 were dictated to stenographers in the pool and 819 to others. This report shows conclusively that the dictators of the Bureau, instead of limiting emergency dictation to true emergencies only, are dictating to so-called emergency stenographers much more than to the regular stenographers in the pool. If future reports show a continuation of this proportion, it may be necessary to alter existing regulations so as to prevent absolutely the dictation of correspondence to any stenographers other than those in the stenographic section.

11. LIST OF VOUCHERS NOT AUDITED AT CLOSE OF BUSINESS JANUARY 10.

The Clerk in Charge of the Section of Supplies and Accounts has furnished the following figures covering vouchers on hand at the close of business January 10, 1919.

Kind of Voucher.	Number.
Reimbursement	30
Purchase	
Letters of authorization	23
Requisitions	26
Transportation, Freight and Express	172
Salary	3
Total	254

This is a further improvement over the figures for the week ending January 3, 1919, as shown in Information Circular No. 10. The auditing

may now be regarded as being virtually up to date. Reimbursement vouchers submitted in proper form usually ought to be passed for payment in not more than ten days.

12. CIRCULARIZING MAILING LISTS.

It has been brought to our attention that in many cases the mailing lists established by our various branch offices contain the names of persons who are not interested in the reports received by them. In fact, some persons have even gone to the extent of writing us, protesting against these reports being sent them without request, and asking that their names be taken from the list. This state of affairs does not work toward economy and causes a needless waste of paper, ink, time and labor, and it is felt that immediate steps should be taken to revise the mailing lists, eliminating all unnecessary names. This is a matter partly of financial economy and partly to enable us to devote our energies and money to work that will show more effective results. Therefore, in order to cut our mailing lists down to the addresses of those who really wish to receive the reports that are being sent to them, it is suggested that daily mailing lists be circularized at intervals of not less than once in three months, weekly or monthly lists once in six months, and any other lists, once a year. In doing this, it might be well to follow the plan outlined below:

A circular letter should be sent to the names on the list, naming or describing the publications or reports which they are receiving, and asking if they are interested in these reports, or expect to become interested, or wish to continue to receive them, and if so, to signify such interest by returning the card form enclosed properly filled out to indicate their desires. They should be advised that the names of persons from whom no card is received within a certain specified time will be dropped from the list. The return card should be addressed but not franked, and the words "Place two-cent stamp here," printed in the upper right-hand corner. Persons who are sufficiently interested in the reports received by them will be glad to fill out the card and furnish the necessary two-cent stamp.

13. THE 30-DAY LIMIT FOR TEMPORARY EMPLOYMENT UNDER AUTHORIZATION.

The Bureau recently has had several cases where persons have been employed at points outside of Washington, without appointment, under letters of authorization for a total number of days exceeding 30 within a year. So little attention seems to have been given this regulation that it is felt that something must be done to impress its importance upon all officers of the Bureau authorized to employ temporary help. It is possible that in the future, cases of this sort, due to carelessness, may be handled by requiring the officer responsible to pay the employe from his own personal funds for any services rendered in excess of 30 days.

In this connection it should be clearly understood that the rule is that no one person may be paid for more than 30 days out of any possible combination of 365 consecutive days. It also should be remembered that the days counted are those for which the employes are paid. In other

words, an employe hired by the day and paid only when actually employed, may be hired for 30 working days. An employe hired by a monthly or annual rate may be employed only for 30 calendar days, including Sundays and holidays, since the monthly or annual pay is computed to cover Sundays and holidays when they are included in the period of service.

In this connection attention is called to the policy of the Department, which does not permit the payment of employes under authorization when it is intended that they shall thereafter be placed under appointment, or while requests for appointments are pending. The rule is that employes who are to serve under an appointment, either permanent or temporary, should not be permitted to begin work until advice is received that the appointment has been approved by the Secretary. In cases of serious, unforeseeable, and unavoidable emergencies, where it would be gravely detrimental to the interests of the service to postpone the date of reporting for duty, and when assurance is felt that the civil service status of the prospective appointee is satisfactory and that administrative approval of the appointment will be given, the employe may be assigned to duty at once, and the appointment requested to take effect upon the date he reported for duty. A full and satisfactory explanation, however, must be given in each case, and the number of such cases held to a minimum.

14. NO DELIVERIES IN ADVANCE OF REQUISITION.

Recently a very serious situation has developed in this Bureau with regard to the purchase of office equipment and other material. In many cases material had been secured in one way or another in advance of requisition, and then the requisition had not been drawn promptly. As a result, many such overdue requisitions were still pending when the order was issued requiring all branches of the Government service in Washington wherever possible to secure all equipment of every kind through the General Supply Committee from the stock surrendered as work is discontinued. To guard against these and other complications, the following rules must be observed by all employes in Washington:

First, no machines or devices of standard make should be borrowed for trial to determine whether preferred by some individual operator, or for like purposes. When it is really necessary to borrow some new make, style, or type of machine for testing before it can be determined whether or not it should be purchased, the approval of the Chief Clerk of the Bureau should be secured. Such trials should be limited always to the briefest possible periods in which the necessary tests can be made. Requisitions should then be drawn at once to cover their purchase, or the machines should be returned to the dealers from whom they were borrowed. Supplies or equipment never, under any circumstances, should be secured in advance of the approval of the requisition.

Second, no services for job work, such as must be covered by requisition, should be secured in advance of the approval of the requisition except in case of services, such as repairs and the like, for which the amount to be paid cannot be determined even approximately until after the services have been rendered.

Third, no employe should accept the delivery of goods unless certain that such goods are for the project or division with which he

is connected. If not for his division, he should see that the persons making the delivery are directed to the proper office, or referred to the Section of Supplies and Accounts.

Fourth, the Section of Supplies and Accounts should be notified by a written memorandum, or by a receipted invoice indicating the date of delivery, immediately upon receipt of any goods covered by requisition.

Fifth, after a purchase requisition has been approved and issued, no changes should be made therein except through the Section of Supplies and Accounts, or by written notification to that section.

15. PUBLICATION OF RESULTS.

The attention of all projects is invited to the fact that the publication of results accomplished in the various marketing activities in which the Bureau is engaged is not as frequent or as prompt in preparation as is considered desirable.

Full recognition should be given the value of the publication of results, and an account of every worthy accomplishment should be carefully prepared in the form most suitable for the subject matter, and arrangement made for its publication. In considering the value of, and the necessity for, more frequent publication of results, it is of importance to keep in mind also the necessity for reasonable promptness, which often is an essential element of information concerning marketing activities.

The editor and the market information assistant of the Bureau should be consulted freely as to the possibilities of the publication of information pertaining to work conducted by the Bureau of Markets, with a view to securing more frequent appearance of such items wherever their merit warrants.

Charles J. Brand

Chief of Bureau.